Schedule No.

C-794

Page 1

of 1

| Agency | HOWARD COUNTY GOVERNMENT Div | vision/Unit Citizen Services |
|-------------------------------------|--|--|
| Item No. | Description | Retention |
| | All electronic media records will created and stored in compliance with Comar 14.18.04. Permanent retransferred to MSA on CD stores as "Tif" files with also embedded on the CD. | ecords will be |
| | | |
| | | |
| | | |
| Represe Date Signatu Typed | Thisles & South hett | Schedule Authorized by State Archivist Date SEP 2 4 1998 Signature Signature |

DGS 550-1 (Rev. 01/93)

Schedule No.

C-794

| | RECORDS RETENTION AND DISPOSAL | L SCHEDULE | Page 1 of 6 |
|------------------------------|---|---|---|
| Agency | HOWARD COUNTY GOVERNMENT | Division/Unit Citizen S | ervices |
| Item No. | Description | | Retention |
| | CORRESPONDENCE AND MISCELLANEOUS I | FILES | |
| 1.01 | POLICY AND PROGRAM DEVELOPMENT - Control limited to the formulation, planning, enactment, im redefinition of the polices, programs, services, or projectizen Services. Includes files on transportation, home Agency, United Way material and program files for Diand Youth. | aplementation, modification, or ects of the Department of elessness, CORE Service | 3 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MD State Archives (MSA). |
| 1.02 | ADMINISTRATIVE - Correspondence pertaining to and route administrative functioning of the policies, proof the Department of Citizen Services. Includes incom departments and general outgoing administrative corresponding and material regarding Consumer Protection files and Trespass Towing files. | ograms, services, and projects ning correspondence from other spondence, including Office | 2 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA. |
| 1.03 | TRANSITORY - Correspondence of short-term, trans transmittal, thank you letters, requests for publications originated and received in the Department of Citizen S | and routine information, both | I year, then destroy |
| 1.04 | ORGANIZATION AND PLANNING FILES - Adm studies; formal memoranda; reports of task forces and committees; and similar records which document the force enactment, implementation, modification, or redefinition services, or projects of the Department of Citizen Services studies originated in the Department of Citizen Services. | management review ormulation, planning, on of policies, programs, ices. Includes: task force | 3 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA. |
| 1.05 | PROCEDURAL FILES - Administrative announcem statements, reports, and other records of any departmen records distributed county wide, concerning general ad procedures for the Department of Citizen Services. | nt/agency program; or similar | 2 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA. |
| Schedule Represer Date | | Scheduled Authorized by S | |
| | e Susan Roe Saun | | |
| Typed N | lame Susan Rosenbaum Deputy Director, Citizen Services | Signature | |

Schedule No.

Page 2 of 6

| Agency | HOWARD COUNTY GOVERNMENT Division/Unit Citizen S | Services |
|-------------|--|--|
| Item No. | Description | Retention |
| 1.06 | MISCELLANEOUS WORKING FILES - Files opened to deal with issues, questions, or projects not fitting indexed categories. Such files are closed when the matter has been resolved or there has been no activity for one year. This category will include working files maintained by each employee. | 1 year, then destroy- |
| 1.07 | READING FILES - A convenient reference file containing copies of all written documents and correspondence initiated by the Dept. of Citizen Services. These files are maintained by month. | 1 year, then destroy. |
| 1.10 | <u>PUBLICATIONS - (PUBLIC)</u> Pamphlets, reports, studies, proposals and similar material printed by or for the county or the Department of Citizen Services and made available for distribution to the public. This will include all brochures and pamphlets initiated by Citizen Services Administration. | One copy of each - PERMANENT on CD and forward to MSA |
| 1.11 | <u>PUBLICATIONS (EMPLOYEE)</u> Citizen Services newsletters, employee newsletters, internal telephone directories, organizational charts, and similar printed material for distribution to employees in the Department of Citizen Services. | One copy of each - retain for 2 years then destroy |
| 1.14 | <u>AGENDAS</u> - Posted agendas and notices of the meetings of appointed committees, or of County boards, commissions, and advisory bodies. This includes: Commission for Women, Disabilities Issues Commission, the Local Management Board (LMB), the Commission on Aging and the Consumer Advisory Board. | 1 year, then destroy |
| 1.15 | MINUTES - Accounts of the proceedings and actions and any indexes to the minutes. This includes: The Commission for Women, Disabilities Issues Commission, Local Management Board (LMB), Commission on Aging and the Consumer Advisory Board. | Retain permanently on CD and forward to MSA |
| 1.16 | MINUTES - SUPPORTING DOCUMENTATION - Reports, studies, requests for action, and other documents presented to or in support of the minutes of, appointed, committees, or County boards, commissions, and advisory bodies. For Citizen Services, this includes: the Commission for Women, Disabilities Issues, the Local Management Board (LMB), Commission on Aging and the Consumer Advisory Board. | Before disposal, review for continuing administrative usefulness and historical value. Material relating to significant decisions and actions should be retained PERMANENTLY on CD and forward to MSA. |
| 1.20 | PROCLAMATIONS AND DEDICATIONS - Copies of the proclamations of County Executive or County Council and documents relating to the dedication of County of County streets, buildings, monuments, and other structures or systems for the Dept. Citizen Services. This includes dedications of buildings for the Office on Aging and proclamations for the Commission for Women, Disabilities Issues Commission, the Local Management Board, Commission on Aging and the Consumer Advisory Board | As long as administratively valuable. Originals are maintained by the originating office. |

Schedule No.

Page 3 of 6

| Agency | HOWARD COUNTY GOVERNMENT Division/Unit Citizen S | Services |
|-------------|---|---|
| Item No. | Description | Retention |
| 1.24 | REPORTS TO EXECUTIVE AND COUNTY COUNCIL - Annual reports submitted to the COUNTY COUNCIL Executive from Citizen Services boards and commissions. | PERMANENT - on CD and forward to MSA. |
| 1.25 | <u>COMPLAINTS - Complaints received by the Office of Consumer Affairs and closed case files.</u> | 2 years in office; 5 years on CD and then destroy. |
| | DATA PROCESSING | |
| 1.38 | COMPUTER HARDWARE MAINTENANCE RECORDS - Records document the service repair, and inspection of computer hardware for the computers in the Dept. of Citizen Services. | Life of the equipment, then destroy. |
| | PERSONNEL | |
| 1.41 | INDIVIDUAL EMPLOYEE PERSONNEL FILES - The Department of Citizen Services UNOFFICIAL personnel files which are maintained on each employee. (The Office of Personnel retains the official file) | As long as administratively valuable, then destroy |
| 1.43 | <u>CONTINGENT EMPLOYEE FILES</u> Contains records of contingent employees - paid, unpaid, volunteer or intern, for whom a formal employee personnel file has not been established in the Office of Human Resources | As long as administratively valuable, then destroy. |
| 1.61 | <u>LEAVE RECORDS</u> - Requests, reports, summaries, authorizations, schedules, and similar records relating to sick, vacation, and other types of authorized leave for Citizen Services employees. | Retain one year then destroy. |
| 1.71 | ACCIDENT/INCIDENT REPORTS - Copies of accident reports to Citizen Services employees (Note: If the original of this report becomes part of a Worker's Compensation Claim File or a Litigation Case File, the original should be retained for the period recommended for those files). Incident reports filed by the Office on Aging for persons visiting Senior Centers are also included in this category. Risk Management is the Official Office responsible to maintain these records. | 1 year, then destroy |
| 1.74 | PERSONNEL REQUISITIONS - Citizen Services copies of personnel requisitions from divisions and offices | 1 year, then destroy. |
| | BUDGET | · |
| 2.01 | ANNUAL BUDGETS - Copy of annual COUNTY COUNCIL/department budget including any separate capital improvement budgets for the Dept. of Citizen Services. Budget office is the official office of record for these documents. | 3 years in department, then destroy. |
| 2.02 | BUDGET WORKING PAPERS - Records created exclusively for and used in the preparation of the annual Citizen Services budget or special budgets, including departmental and division budget requests, estimates of anticipated revenue, work-up sheets, other working papers, and related correspondence and documentation for the Department of Citizen Services. | 3 years in office then destroy. |
| | | |
| | | |

DGS 550-1 (Rev 01/93)

Schedule No.

C-794

Page 4

of 6

| Agency | HOWARD COUNTY GOVERNMENT Division/Unit Citizen Serv | rices |
|-------------|---|---|
| Item No. | Description | Retention |
| | FINANCIAL REPORTS | |
| 2.04 | <u>CASH RECEIPT JOURNALS</u> - Journals, registers, or similar records of original entry detailing the cash receipts or revenues of Citizen Services, accounts, or funds. | 3 years past the end of the fiscal year then destroy. |
| 2.05 | <u>PERIODIC FINANCIAL REPORTS</u> - Monthly, quarterly, or semi-annual reports or statements on the financial condition of the Citizen Services, accounts or funds. | As long as administratively valuable, then destroy. |
| 2.06 | STATUS REPORTS AND ANALYSIS - Reports, cost analysis, memoranda, or similar records produced for internal use which examine the status or current condition of an account or fund, or a financial budget, or audit process, function, or activity of the Department of Citizen Services. Also includes copies of reports and records noting telephone costs and outgoing long distance calls. | 3 years then destroy. |
| 2.08 | <u>LONG RANGE FINANCIAL PLANNING REPORTS -</u> Reports, formal memoranda, analysis, projections, studies, and similar records created for and used in the development of long range fiscal planning for the Department of Citizen Services. | As long as administratively valuable, then destroy. |
| 2.10 | INTERNAL AUDIT REPORTS - Copies of reports prepared by internal auditors on either a scheduled or special basis examining and verifying the financial activities or condition of the Department of Citizen Services, its accounts or funds. Auditor's Office is the Official Office of record for these files. | a) 2 years after all questions raised by the reports have been resolved; or b) PERMANENT on CD and forward to MSA, if any external rather than an internal audit is done to satisfy the annual audit requirement. |
| 2.11 | <u>AUDIT WORKING PAPERS -</u> Working papers, summaries, and similar records created exclusively for the purpose of carrying out an internal audit for the Dept. of Citizen Services and/or its divisions. | 2 years after all questions raised by the reports have been resolved then destroy. |
| 2.12 | <u>DAILY CASH REPORTS</u> - Daily record of cash receipts and/or petty cash disbursements made each day by the Department of Citizen Services. | 4 years then destroy Cut off at year end. |
| 2.17 | TRAVEL EXPENSE RECORDS - Documents concerning travel expenses, including receipts and copies of reimbursement or advance copies or warrants from the General Fund for Citizen Services employees. | 2 years then destroy |
| | | |

Schedule No. C-794

Page 5

of 6

| | RECORDS RETENTION AND DISPOSAL SCHEDULE | Page 5 of 6 |
|-------------|---|--|
| Agency | HOWARD COUNTY GOVERNMENT Division/Unit C | Citizen Services |
| Item No. | Description | Retention |
| · | GRANTS | |
| 2.18 | GRANT DEVELOPMENT AND PROPOSAL FILES - Reports, planning memoranda, correspondence, management studies, and similar records created for and used in the development of grant proposals to state or federal agencies for the Dept. of Citizen Services; the final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant. | Retain for 5 years in office after submission of final expenditure report then destroy. |
| 2.19 | <u>GRANT REPORTS</u> - Copies of financial files and performance reports submitted to funding agencies from the Dept. of Citizen Services. | Retain for 5 years in office after submission of final expenditure report then destroy. |
| 2.20 | GRANT FINANCIAL FILES - Financial records of grant funded projects, including copies of documentation of relevant accounting, banking, purchasing, and payroll records; and other documents and working papers associated with the financial administration of the grant funds or used to prepare reports or forms required by federal or state law or regulation. | Retain for 5 years in office after submission of final expenditure report then destroy. |
| 2.21 | <u>GRANT-IN-AID</u> - Includes applications for funding, financial records, including audits, work efforts, quarterly reports, general correspondence, and agreements for grants awarded and monitored by the Dept. of Citizen Services. | 2 years in office, 5 years on CD then destroy |
| | BOARD AND COMMISSIONS | |
| 3.01 | <u>DECISIONS AND ORDERS</u> - Originals of directives, orders of COUNTY COUNCIL Boards, Commissions, Advisory Boards and the Personnel Officer for the Commissions and Advisory Boards under the Dept. of Citizen Services. | PERMANENT on CD and forward to MSA |
| | COMMUNICATIONS | |
| 4.04 | TELEPHONE SLIPS - Reports, slips, or similar records noting outgoing long distance telephone calls, by whom made, time made, and similar data received by the Dept of Citizen Services from Communications. Also included are Informationals received in the Office of Consumer Affairs. | 1 year then destroy |
| | MAINTENANCE | <u></u> |
| 4.07 | <u>SPACE FILES</u> - Reports, studies, plans, layouts, requests, authorizations, and similar records relating to the allocation, utilization, release, assignment of space in the Department of Citizen Services. | a) Plans and layouts until superseded, then destroyb) Other records - 1 year then destroy |
| | | * |
| GS 550-1 (| D 01(01) | |

Schedule No. C-794

Page 6

of 6

| HOWARD COUNTY GOVERNMENT Division/Unit C | Citizen Services . |
|---|---|
| Description | Retention |
| PURCHASING - Purchasing Office is the official office of record for these files | |
| PURCHASE REQUISITIONS Copies of requisitions from general fund accounts | Retain 2 years, then destroy |
| PURCHASE ORDERS- Copies of purchase orders from the general fund account. | Retain 2 years, then destroy |
| MINOR PURCHASE ORDERS Copies of Minor Purchase Orders from the general fund accounts. | Retain 2 years, then destroy. |
| <u>BIDS</u> - Bids successful and unsuccessful, with supporting documentation such as a copy of the invitation to bid, bid sheet, addenda and amendments, and awards initiated in the Dept. Of Citizen Services | Retain 2 years, then destroy |
| <u>PURCHASING CONTRACTS</u> - Copies of Citizen Services contracts for goods, services, or construction work between the COUNTY COUNCIL and a vendor or contractor. | 1 years after completion of the contract, then destroy. |
| INVENTORY REPORT - PARTS AND SUPPLIES - Periodic inventory reports of parts and supplies in the Department of Citizen Services. | 1 year then destroy. |
| , | |
| | |
| | |
| | |
| | |
| | •• |
| | PURCHASING - Purchasing Office is the official office of record for these files PURCHASE REQUISITIONS Copies of requisitions from general fund accounts PURCHASE ORDERS- Copies of purchase orders from the general fund account. MINOR PURCHASE ORDERS Copies of Minor Purchase Orders from the general fund accounts. BIDS- Bids successful and unsuccessful, with supporting documentation such as a copy of the invitation to bid, bid sheet, addenda and amendments, and awards initiated in the Dept. Of Citizen Services PURCHASING CONTRACTS - Copies of Citizen Services contracts for goods, services, or construction work between the COUNTY COUNCIL and a vendor or contractor. INVENTORY REPORT - PARTS AND SUPPLIES - Periodic inventory |

DGS 550-1 (Rev 01/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GI RECORDS MANAGI 7275 WATER P.O. BO JESSUP, MARY | EMENT DIVISION LOO ROAD X 275 | AGENCY RECORDS INVENTORY PAGE / OF 37 |
|--|--|---|---|
| 1. Department/Agency | 2. Division | ·- <u> </u> | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | Dup of related records normally file | d and used as a unit for referenc | e as well as retention and disposition |
| 4. Record Series Title 1.01 Policy & Program | Development . | | 5. Earliest Year/Latest Year |
| | | | <u>1988</u> to <u>1998</u> |
| 6. Record Series Description (Briefly described Correspondence pertaining to but not limited services or projects of the Department of Citizatiles for Disability Issues and Children's Serv | to the formulation, planning, enactme ten Services. Includes files on transpo | ent, implementation, modification | |
| 7. Record Series (Format(s) □ Letter Size □ Microfilm Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| □ Other (specify) ——— | Other (specify) By Rubject | | File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used Daily | □ Monthly | 12. File Becomes Inactive Afte 3 Number 14. Is Record Series Duplicated | Month(s) Year(s) |
| Sateway, 2 ne Fel | | (If yes, specify agency or o ☐ Yes No | |
| 15. Access Restrictions | | 16. Audit Requirements None □ State □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain hardware/software Yes No | n briefly and describe any | usefulness and historical value. | isposing review for continuing administrative Material considered of historical value should be d forwarded to MD State Archieves (MSA) |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistar | 20. Telephone Number (410) 313-6407 | | Date 6/23/98 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GEN RECORDS MANAGEN 7275 WATERLO | | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|--|--|---|
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE <u>2.</u> OF <u>37</u> |
| Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally file | d and used as a unit for refere | nce as well as retention and disposition |
| 4. Record Series Title 1.02 Administrative | · · · · · · · · · · · · · · · · · · · | | 5. Earliest Year/Latest Year |
| | | | <u>1988</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Inclu- | de the purpose or function of series. |
| | ndence from other departments and g | eneral outgoing administrative | rograms, services and projects of the Department of correspondence, including Office on Aging and |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| □ Letter Size □ Microfilm | □ Alphabetical | | File Drawer(s) Microfilm Reel(s) |
| Legal Size Computer Tape | □ Numerical | | ☐ Computer Tape(s)☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Number |
| ☐ Audio Tape ☐ Video Tape | □ Geographical | • | 10. Annual Accumulation |
| ☐ Other (specify) | X Other (specify) | | File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| | <u> </u> | | Number |
| 11. File is Used | | 12. File Becomes Inactive A | fter |
| □ Daily Weekly | □ Monthly | Number Number | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor | • | 14. Is Record Series Duplica (If yes, specify agency or | ted Elsewhere? |
| Leting. 2nd Fels | m | | lo |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | 1 Yes No | 16. Audit Requirements None □ State | e □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain | hriafly and describe any | 18. Recommended Retention | |
| hardware/software | i briefly and describe any | | disposing review for continuing administrative |
| □ Yes No | | usefulness and historical valuretained permanently on CD | ie. Material considered of historical value should be |
| | | | |
| | | | |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistan | 20. Telephone Number (410) 313-6407 | | 11. Date 1 / 1/9/198 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) DEPARTMENT OF GET RECORDS MANAGET RECORDS MANAGET P.O. BOX JESSUP, MARYI | | EMENT DIVISION LOO ROAD OX 275 | AGENCY RECORDS INVENTORY PAGE OF 7 | |
|---|--|--|---|--|
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A gro purposes. | oup of related records normally file | ed and used as a unit for refere | nce as well as retention and disposition | |
| 4. Record Series Title 1.03 Transitory | | | 5. Earliest Year/Latest Year 1988 to 1998 | |
| 6. Record Series Description (Briefly describe Correspondence of short-term, transitory value and received in the Department of Citizen Ser | e, including letters of transmittal, that | | | |
| 7. Record Series (Format(s) Letter Size | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | , | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | |
| 11. File is Used Daily Weekly | □ Monthly | 12. File Becomes Inactive A | fter Month(s) Year(s) | |
| 13. Current Location(s) (Bldg., Floor | Room) Felore | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes No | | |
| 15. Access Restrictions | | 16. Audit Requirements None □ State | e □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain hardware/software Pes No | n briefly and describe any | 18. Recommended Retention 1 year then destroy. | | |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistan | 20. Telephone Number (410) 313-6407 | . 2 | 21. Date 6 / 23198 | |

f:\data\admin\files\retent - 1-03.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 27275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 PAGE 4 OF 37 |
|--|
| Schedule (DGS-550-1) P.O. BOX 275 JESSUP, MARYLAND 20794 1. Department/Agency 2. Division 3. Unit DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 1.04 Organization and Planning Files 5. Earliest Year/Latest Year 1988 to 1998 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. 7. Record Series (Format(s) Letter Size Microfilm Alphabetical Power of the Dept. of Citizen Services Pow |
| 1. Department/Agency Citizen Services Administration DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 1.04 Organization and Planning Files 5. Earliest Year/Latest Year 1988 to 1998 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services 7. Record Series (Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape Numerical Other (specify) 10. Annual Accumulation File Drawer(s) Microfile Paul(s) M |
| Citizen Services Administration DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 1.04 Organization and Planning Files 5. Earliest Year 1988_to 1998 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modicitation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services 7. Record Series (Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Computer Tape(s) Other (specify) 10. Annual Accumulation File Drawer(s) Policy File Drawer(s) |
| DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 1.04 Organization and Planning Files 5. Earliest Year/Latest Year 1988 to 1998 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services. 7. Record Series (Format(s) 2. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation File Drawer(s) File Drawer(s) Affile Drawer(s) File Drawer(s) The Drawer(s) Annual Accumulation File Drawer(s) File Drawer(s) File Drawer(s) |
| purposes. 4. Record Series Title 1.04 Organization and Planning Files 5. Earliest Year/Latest Year 1988 to 1998 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services 7. Record Series (Format(s) 1. Letter Size Microfilm 1. Letter Size Microfilm 1. Alphabetical 1. Alphabetical 1. Computer Tape(s) 1. Microfilm Reel(s) 1. Other (specify) 1. Annual Accumulation 1. File Drawer(s) 1. Annual Accumulation 1. File Drawer(s) 1. Annual Accumulation 1. Annual Accumulation |
| 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services 7. Record Series (Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape Numerical Bound Book Floppy Disk Chronological Audio Tape Video Tape Geographical Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) |
| 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services 7. Record Series (Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) The Drawer(s) Computer Tape(s) Other (specify) |
| 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services 7. Record Series (Format(s) 8. Record Series Sequence 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) The Drawer(s) Computer Tape(s) Other (specify) |
| Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. 7. Record Series (Format(s) |
| formulation, planning, enactment, implementation, modiciation, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Citizen Services |
| Letter Size |
| □ Letter Size □ Microfilm □ Alphabetical □ Computer Tape □ Numerical □ Other (specify) □ Other (speci |
| Legal Size |
| □ Bound Book □ Floppy Disk □ Chronological □ Audio Tape □ Video Tape □ Geographical □ Other (specify) |
| □ Audio Tape □ Video Tape □ Geographical 10. Annual Accumulation □ Other (specify) □ Other (specify) |
| □ Other (specify) □ Other (sp |
| I Microfilm Real(c) |
| Number Other (specify) |
| |
| 11. File is Used 12. File Becomes Inactive After |
| Daily |
| 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? |
| Literay, 2nd Flor (If yes, specify agency or office) Yes No |
| 15. Access Restrictions |
| (If Yes, cite Law(s) & Regulations) None |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software |
| 3 years, then destroy. Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should retained permanently on CD and forwarded to MSA |
| |
| 19. Name and Title of Preparer 20. Telephone Number 21. Date |

Jan M. Jewby-Horan, Administrative Assistant

| Instructions - Type or Print a separate form for each new or revised record RECORDS MANAGE | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|--|---|--|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATER P.O. BO | | PAGE <u>5</u> OF <u>37</u> | |
| | JESSUP, MARY | | | |
| 1. Department/Agency | 2. Division | - | 3. Unit | |
| Citizen Services | Administration | | | |
| | | · | | |
| DEFINITION - RECORDS SERIES - A gro purposes. | up of related records normally file | d and used as a unit for referen | ce as well as retention and disposition | |
| 4. Record Series Title 1.05 Procedural Files | | | 5. Earliest Year/Latest Year | |
| | • | | <u>1988</u> to <u>1998</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Include | e the purpose or function of series. | |
| Administrative announcements, rountine mem- | oranda, statements, reports, and other | r records of any department/agen | cy/program; or similar records distributed | |
| countywide, concerning general administrative | and office procedures for the Depar | tment of Citizen Services. | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) | |
| ☐ Letter Size ☐ Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size Computer Tape | □ Numerical | | Other (specify) | |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number | |
| ☐ Audio Tape ☐ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| ☐ Other (specify) | ☐ Other (specify) | | File Drawer(s) | |
| | Juliet | | ✓☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number | |
| A Pile is Head | | 12. File Becomes Inactive Aft | À | |
| 11. File is Used | a Model | ۱ ۸ | • • | |
| □ Daily □ Keekly | □ Monthly | Number | Month(s) Year(s) | |
| 13. Current Location(s) (Bldg., Floor, | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Atima 200 | e Floor | ☐ Yes No | | |
| Status, some since | | | · | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes No | 16. Audit Requirements | | |
| | | None | □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retention | | |
| hardware/software | | 2 years, then destroy. Before | disposing, review for continuing administrative Material considered of historical value should be | |
| □ Yes No | | retained permanently on CD as | | |
| · | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 1 21 | . Date | |
| Jan M. Jewby-Horan, Administrative Assistan | · · | | 10/24/98 | |

f:\data\admin\files\retent - 1-05.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GET RECORDS MANAGE 7275 WATERL | | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|--|---|---|
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE <u>()</u> OF <u>3 7</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | up of related records normally filed | d and used as a unit for refe | rence as well as retention and disposition |
| 4. Record Series Title 1.06 Miscellaneous V | Vorking Files | | 5. Earliest Year/Latest Year |
| | | | <u>1988_</u> to_ <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/f | forms found in the series. Incl | lude the purpose or function of series. |
| Files opened to deal with issues, questions, or activity for one year. This category includes w | | | the matter has been resolved or there has been no |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| □ Letter Size □ Microfilm | ☐ Alphabetical | | File Drawer(s) Microfilm Reel(s) Computer Tape(s) |
| Legal Size Computer Tape | □ Numerical | | Number |
| □ Bound Book □ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | ☐ Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | Subject | | □ Computer Tape(s) □ Other (specify) |
| | / | | Number |
| 11. File is Used | | 12. File Becomes Inactive | After |
| □ Daily Weekly | □ Monthly | Number | |
| 13. Current Location(s) (Bldg., Floor | , Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Saturay, 21 | a tolon | | |
| | Yes No | 16. Audit Requirements | |
| | • | None □ Sta | ate □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain | briefly and describe any | 18. Recommended Retention | |
| hardware/software | | 1 year then destroy | |
| □ Yes No | | | |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Jan M. Jewby-Horan, Administrative Assistan | t (410) 313-6407 | | 6/24/98 |
| | <u> </u> | | / / |

f:\data\admin\files\retent - 1-06.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 | | AGENCY RECORDS INVENTORY |
|--|---|---|--|
| Schedule (DGS-550-1) | | | PAGE <u>7</u> OF <u>37</u> |
| | JESSUP, MARY | LAND 20794 | |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gr purposes. | I oup of related records normally file | d and used as a unit for refe | rence as well as retention and disposition |
| 4. Record Series Title 1.07 Reading Files | | - | 5. Earliest Year/Latest Year |
| | | | 1988_to 1998 |
| 6. Record Series Description (Briefly describ | e the type of information/documents/s | forms found in the series. Inc | lude the purpose or function of series. |
| A convenient reference file containing copies month, chronologically | of all written documents and correspond | ondence initiated by th Dept. | of Citizen Services. These files are maintained by |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| Legal Size | □ Numerical | | ☐ Computer Tape(s)☐ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | Chronological | | Number |
| ☐ Audio Tape ☐ Video Tape | □ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | | | Computer Tape(s) Other (specify) |
| | | | Number Succession |
| 11. File is Used | | 12. File Becomes Inactive | After |
| Daily Weekly | □ Monthly | Number | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floo | r, Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Literay. 2nd | Felor | □ Yes No | |
| | | 16. Audit Requirements | |
| 15. Access Restrictions | | None 🗆 St | ate |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retenti | ion |
| hardware/software Yes □ No | | 1 year then destroy | |
| l A | | | |
| By Month - Ul | roxalogical | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Jan M. Jewby-Horan, Administrative Assista | · · · · · · · · · · · · · · · · · · · | | |

f:\data\admin\files\retent - 1-07.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY PAGE 7 OF 37 | |
|---|---|---|---|--|
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and dispo | | | | |
| 4. Record Series Title 1.10 Publications | | | 5. Earliest Year/Latest Year | |
| · · · · · · · · · · · · · · · · · · · | | | <u>1988_</u> to <u>1998</u> | |
| 6. Record Series Description (Briefly describe | e the type of information/documents/i | forms found in the series. Includ | e the purpose or function of series. | |
| Pamphlets, reports, studies, proposals and sin the public. This will inleude all brochures and | | | n Services and made available for distribution to | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | • | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size | □ Numerical | | Number □ Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| ☐ Other (specify) | □ Other (specify) | | ⊭File Drawer(s) □ Microfilm Reel(s) | |
| | Subject | | □ Computer Tape(s) □ Other (specify) | |
| | / | | Number | |
| 11. File is Used | | 12. File Becomes Inactive Af | ter flymanet Capia | |
| □ Daily □ Weekly | Monthly | i | Month(s) Pear(s) | |
| 13. Current Location(s) (Bldg., Floor | r, Room) | 14. Is Record Series Duplicat | ed Elsewhere? | |
| Leteway, 2 no 7 | lon | (If yes, specify agency or □ Yes X N | · | |
| 15. Access Restrictions | □ Yes XNo | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | None □ State | ☐ Federal ☐ Independent | |
| 17. Is an Index System Used? (If Yes, explain | n briefly and describe any | 18. Recommended Retention | | |
| hardware/software | | One copy each - permanent on CD and forward to MSA. | | |
| □ Yes XNo | | | | |
| · | | | | |
| | | | · | |
| 10. Name and Title of Property | 20. Telephone Number | | 1. Date | |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistar | 1 | | 1/23/98 | |
| ASSISTAN | (120/010-010/ | | " / " / · · | |

f:\data\admin\files\retent - 1-10.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GI RECORDS MANAG 7275 WATER | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|---|--|---|
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE <u>9</u> OF <u>37</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A groupurposes. | up of related records normally file | d and used as a unit for refere | nce as well as retention and disposition |
| 4. Record Series Title 1.11 Publication (Emplo | yee) | | 5. Earliest Year/Latest Year |
| | | | <u>1988_</u> to_ <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Inclu- | de the purpose or function of series. |
| Citizen Services newsletters, employee newslet the Dept. of Citizen Services. | ters, internal telephone directories, o | organizational charts, and simila | r printed material for distribution to employees in |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) |
| □ Letter Size □ Microfilm | □ Alphabetical | | Microfilm Reel(s) Computer Tape(s) |
| Legal Size Computer Tape | □ Numerical | | Number Computer Tape(s) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | □ Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | Subject | | Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive A | fter |
| □ Daily □ Weekly | Monthly | 1 | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor, | \wedge | 14. Is Record Series Duplica (If yes, specify agency of | ted Elsewhere? r office) |
| Seturg. In | e telon | □ Yes X | lo |
| 15. Access Restrictions | | 16. Audit Requirements | e □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retention | 1 |
| hardware/software Pes No | | One copy each - retain for 2 | years then destroy. |
| | · | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |

f:\data\admin\files\retent - 1-11.jmj

Jan M. Jewby-Horan, Administrative Assistant

| Instructions - Type or Print a separate | DEPARTMENT OF GE | | AGENCY RECORDS INVENTORY |
|---|--|---|--|
| form for each new or revised record series, forward with Retention | RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | |
| Schedule (DGS-550-1) | | | PAGE <u>10</u> OF <u>87</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A groupurposes. | up of related records normally filed | d and used as a unit for refe | rence as well as retention and disposition |
| 4. Record Series Title 1.14 Agendas | | | 5. Earliest Year/Latest Year |
| | | | <u>1988</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/f | forms found in the series. Inc | lude the purpose or function of series. |
| Posted agendas and notices of meetings of apportion Disabilities Issues Commission, the Local Child | | | y bodies. This includes the Commission for Women, ory Board. |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) |
| □ Letter Size □ Microfilm | □ Alphabetical | | Microfilm Reel(s) □ Computer Tape(s) |
| Legal Size Computer Tape | □ Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | suyer | | Number Computer rape(s) Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive | After |
| □ Daily □ Weekly ★ Monthly | | Number | ☐ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor, | Room) | 14. Is Record Series Dupli (If yes, specify agency | cated Elsewhere? |
| Siturg, 2nd | thon | | No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes No | 16. Audit Requirements | |
| (11 Yes, one Law(s) & Regulations) | | None □ St. | ate □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retenti | on |
| □ Yes No | | 1 year then destroy | |
| , , , , , , , , , , , , , , , , , , , | | ļ | |
| <u></u> | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 6/23/98 |

f:\data\admin\files\retent - 1-14.jmj

Jan M. Jewby-Horan, Administrative Assistant

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI | | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|---|--|---|--|
| Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE // OF <u>37</u> |
| Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | • | |
| | | | |
| DEFINITION - RECORDS SERIES - A groupurposes. | up of related records normally file | d and used as a unit for refe | rence as well as retention and disposition |
| 4. Record Series Title 1.15 Minutes | | | 5. Earliest Year/Latest Year |
| | | | <u>1988</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/i | forms found in the series. Incl | tude the purpose or function of series. |
| Accounts of the proceedings and actions and ar Children's Board, Commission on Aging and the | | udes the Commission for Won | nen, Disabilities Issues Commission, the Local |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) |
| □ Letter Size □ Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| Legal Size □ Computer Tape | □ Numerical | | Unumber □ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | 10. A reveal A reverselation |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation File Drawer(s) |
| □ Other (specify) ————— | Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive | After |
| Daily Weekly | □ Monthly | Number | ☐ Month(s) |
| 13. Current Location(s) (Bldg., Floor, | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Setury, 2 se | thon | □ Yes □ | No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes X No | 16. Audit Requirements | |
| (If Yes, Cite Law(s) & Regulations) | | None 🗆 Sta | ate |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | on |
| □ Yes No | | 3 years then destroy. | |
| | | | |
| , | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Jan M. Jewby-Horan, Administrative Assistant | t (410) 313-6407 | | 6/23/98 |

f:\data\admin\files\retent - 1-15.jmj

| Instructions - Type or Print a separate form for each new or revised record RECORDS MANAGI | | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|---|--|---|---|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 12 OF 37 |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally file | d and used as a unit for referen | nce as well as retention and disposition |
| 4. Record Series Title 1.16 Minutes - Support | rtingt Documentaiton | | 5. Earliest Year/Latest Year |
| | | | <u>1988_</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | e the type of information/documents/: | forms found in the series. Include | le the purpose or function of series. |
| Reports, studies, requests for action and other advisory bodies. For Citizen Services, this incand the Consumer Advisory Board. | | | mmittes, or County Board, Commissions, and Local Management Board, Commission on Aging |
| 7. Record Series (Format(s) | 8. Record Series Sequence | - | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | | File Drawer(s) Microfilm Reel(s) |
| Legal Size Computer Tape | □ Numerical | | □ Computer Tape(s) □ Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number |
| ☐ Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | Lulijet | | Computer Tape(s) Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive Af | iter |
| Daily Weekly Monthly | | 1 3 | Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Setures, 2nd | Flor | Yes No . | |
| | Yes No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | None 🗆 State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | |
| □ Yes → O | | usefulness and historical value | disposal, review for continuing administrative e. Material relating to significant decisions and manently on CD and forwarded to MSA. |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 2 | 1. Date |
| Jan M. Jewby-Horan, Administrative Assistan | | | 6/23/98 |

| <u>Instructions</u> - Type or Print a separate form for each new or revised record | DEPARTMENT OF G | | AGENCY RECORDS INVENTORY |
|---|--|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE _/.3_ OF _3_7_ |
| Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gro purposes. | oup of related records normally file | ed and used as a unit for referen | ce as well as retention and disposition |
| 4. Record Series Title 1. 20 Proclamations an | d Dedications | | 5. Earliest Year/Latest Year |
| | | | <u>1988_</u> to_ <u>1998</u> |
| 6. Record Series Description (Briefly describe | e the type of information/documents/ | forms found in the series. Includ | e the purpose or function of series. |
| COPIES of proclamations from the County E streets, buildings, monuments and other struct Disabilities Issues, Commission on Aging and | tures for the Dept. of Citizen Services | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | | File Drawer(s) Microfilm Reel(s) |
| Legal Size | □ Numerical | | Computer Tape(s) Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Number |
| ☐ Audio Tape ☐ Video Tape | □ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | ☐ Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | Julijeet | | Computer Tape(s) Other (specify) |
| | | | Number |
| 11. File is Used | | 12. File Becomes Inactive Aft | er Capies raly |
| □ Daily □ Weekly | Monthly | Number | Month(s) ☐ Year(s) |
| 13. Current Location(s) (Bldg., Floor | | 14. Is Record Series Duplicate (If yes, specify agency or | ed Elsewhere? office) |
| Satury, 2nd | 150170 | Yes D No |) |
| 15. Access Restrictions | | 16. Audit Requirements None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retention | |
| hardware/software Pes No | | As long as administratively va office. | luable. Orginals are maintained by the originating |
| | | , | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 73 | I. Date |
| Jan M. Jewby-Horan, Administrative Assistan | · · | | 6/23/98 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GRECORDS MANAGED TO THE PRINT OF | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|---|--|---|--|--|
| Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 14 OF 37 | |
| 1. Department/Agency 2. D | ivision | | 3. Unit | |
| Citizen Services Adm | inistration | | | |
| DEFINITION - RECORDS SERIES - A group of purposes. | related records normally file | d and used as a unit for refe | rence as well as retention and disposition | |
| 4. Record Series Title 1. 24 Reports to the County E | xecutive and County Council | | 5. Earliest Year/Latest Year 1988 to 1998 | |
| 6. Record Series Description (Briefly describe the ty | pe of information/documents/ | forms found in the series. Inc | lude the purpose or function of series. | |
| Annual reports submitted to the County Executive fr | • | | | |
| | ecord Series Sequence | | 9. Volume | |
| □ Letter Size □ Microfilm | boota Bottes Sequence | | File Drawer(s) Microfilm Reel(s) | |
| | Alphabetical | | Computer Tape(s) | |
| | Numerical | | Number | |
| | Chronological | | 10. Annual Accumulation | |
| ☐ Audio Tape ☐ Video Tape ☐ ☐ Other (specify) ☐ | - | | File Drawer(s) | |
| D Other (specify) | Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | - Lugar | | Number Other (specify) | |
| 2/:- | | T., | D | |
| 11. File is Used | 7 | 12. File Becomes Inactive After Month(s) | | |
| □ Daily □ Weekly ★ M | Ionthly | Number | | |
| 13. Current Location(s) (Bldg., Floor, Room | 1) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Seteway, 2 nd 7 | lon | | No | |
| | U.V. | 16. Audit Requirements | 110 | |
| 15. Access Restrictions | | None St | ate □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefl | y and describe any | 18. Recommended Retenti | ion | |
| hardware/software | | Permanent on CD and forward to MSA. | | |
| □ Yes No | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 6/23/98 | |
| | | | | |

f:\data\admin\files\retent - 1-24.jmj

| Instructions - Type or Print a separate | DEPARTMENT OF GR | ENEDAL SEDVICES | AGENCY RECORDS INVENTORY |
|--|-------------------------------------|---|---|
| form for each new or revised record | RECORDS MANAGEMENT DIVISION | | AGENCT RECORDS INVENTORT |
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 | | PAGE <u>/5</u> of <u>37</u> |
| | JESSUP, MARYLAND 20794 | | |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| | | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | up of related records normally file | d and used as a unit for refer | ence as well as retention and disposition |
| 4. Record Series Title 1.38 - Computer Hardw | vare Maintenance Records | | 5. Earliest Year/Latest Year |
| | | | 1988_to_1998 |
| 6. Record Series Description (Briefly describe | the type of information/documents/f | forms found in the series. Inclu | |
| Records that document the service, repair, and | | • | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | and computed in the 20pt of | 9. Volume |
| □ Letter Size □ Microfilm | - | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | □ Alphabetical | | □ Computer Tape(s) □ Other (specify) |
| Legal Size | □ Numerical | | Number One File |
| □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape | □ Chronological | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Geographical ☐ Other (specify) | | □ File Drawer(s) |
| | U Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive A | A |
| Daily | □ Monthly | 12. File Becomes mactive A | □ Month(s) □ Year(s) |
| a Daily a weekly | | Number | - Tear(s) |
| 13. Current Location(s) (Bldg., Floor | , Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Sitery, 2nd | Flon | □ Yes □ No | |
| | 1 Yes No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | X None □ Stat | te □ Federal □ Independent |
| | | // | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | |
| □ Yes No | | Life of equipment, then dest | roy. |
| | | | |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |

f:\data\admin\files\retent - 1-38.jmj

| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GI RECORDS MANAG | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|---|--|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE /6 OF <u>37</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A groupurposes. | p of related records normally file | d and used as a unit for reference | e as well as retention and disposition |
| 4. Record Series Title 1.41- Individual Employ | ee Personel Files | | 5. Earliest Year/Latest Year |
| | | | <u>1988_</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Include | the purpose or function of series. |
| Records that document the service, repair, and i | nspection of computer hardware for | r the computers in the Dept. of Cit | izen Services |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) |
| □ Letter Size □ Microfilm | Alphabetical | | Microfilm Reel(s) Computer Tape(s) |
| Legal Size □ Computer Tape | □ Numerical | | Number Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number |
| 11. File is Used | | 12. File Becomes Inactive Afte | · as long as employed |
| Daily | | Number | |
| 13. Current Location(s) (Bldg., Floor, | | 14. Is Record Series Duplicated (If yes, specify agency or o | HElsewhere? |
| Setury, 2nd | thr | Yes □ No | , , , , , , , , , , , , , , , , , , , |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes □ No | 16. Audit Requirements | |
| Coalid enter Sale | | None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly and describe any | 18. Recommended Retention | |
| □ Yes No | | As long as administratively valuable. | |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21 | Date |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 1/23/98 |
| | | ". | / / ' • |

f:\data\admin\files\retent - 1.41.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY | |
|--|---|---------------------------------------|---|--|
| Schedule (DGS-550-1) | P. | O. BOX 275 MARYLAND 20794 | PAGE <u>/7</u> OF <u>37</u> | |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A gro purposes. | up of related records norma | lly filed and used as a unit for refe | erence as well as retention and disposition | |
| 4. Record Series Title 1.43- Temporary Emple | oyee Files | | 5. Earliest Year/Latest Year | |
| | | | <u>1988</u> to <u>1998</u> | |
| 6. Record Series Description (Briefly describe | the type of information/docu | ments/forms found in the series. In | clude the purpose or function of series. | |
| Contains records of temporary employees - pa | id, unpaid, volunteer or intern | for whom a formal employee perso | nnel file has not been created. | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | Alphabetical | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| Legal Size Computer Tape | □ Numerical | | ☐ Computer Tape(s) ☐ Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Number / fill | |
| ☐ Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | ☐ Other (specify) | | □ File Drawer(s) | |
| | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| · | | | Number Other (specify) | |
| 11. File is Used | | 12. File Becomes Inactive | After aslong as uslenter | |
| □ Daily □ Weekly | nthly | Number | □ Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor | , Room) | 14. Is Record Series Dupl | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Setemes, 2n | e Flore | ☐ Yes | | |
| 15. Access Restrictions | Yes □ No | 16. Audit Requirements | | |
| 15. Access Restrictions Yes Do No (If Yes, cite Law(s) & Regulations) | | None □ S | tate | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retent | 18. Recommended Retention | |
| □ Yes No | | As long as administrativel | y valuable. | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Nur | mhar | 21 Date | |
| Jan M. Jewby-Horan, Administrative Assistan | 1 | ilioci | 21. Date | |
| van ivi sorroj rioranj riorinisadanto rissistan | 1 (110) 313-070 | | | |

| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GI RECORDS MANAG | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|--|---------------------------------------|---|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE <u>18</u> OF <u>37</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | Dup of related records normally file | ed and used as a unit for refe | rence as well as retention and disposition |
| 4. Record Series Title 1.44 Employment Files | 3 | | 5. Earliest Year/Latest Year |
| | | | 1988_to_1998 |
| 6. Record Series Description (Briefly describe | e the type of information/documents/ | forms found in the series. Incl | ude the purpose or function of series. |
| Copies of eligibility lists and selection letters | for prospective and selected candidat | tes in the Dept. of Citizen Serv | ices. |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tang(s) |
| Legal Size | □ Numerical | | Computer Tape(s) Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number 2 files |
| ☐ Audio Tape ☐ Video Tape | □ Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | □ Other (specify) | • | ☐ File Drawer(s) |
| | Subject | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number 2 Chiter (specify) |
| 11. File is Used | spell | 12. File Becomes Inactive | After |
| □ Daily □ Weekly | □ Monthly | Number | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor | , Room) | 14. Is Record Series Duplie | |
| 13. Current Location(s) (Bldg., Floor | a floor | (If yes, specify agency | No |
| 15. Access Restrictions | Yes 🗆 No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | erticl | None 🗆 Sta | ate D Federal D Independent |
| 17. Is an Index System Used? (If Yes, explair hardware/software | n briefly and describe any | 18. Recommended Retention | |
| □ Yes No | | As long as administratively valuable. | |
| - 1.5 🔨 | | | |
| | | | |
| I CONTRACTOR OF THE STATE OF TH | 100 T.L. 1 N. 1 | | 2. 2. |
| Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistan | 20. Telephone Number (410) 313-6407 | | 21. Date |
| Juli M. Jewby Holan, Hamminstative Hassistan | 1 (110) 313 0107 | | |

f:\data\admin\files\retent - 1.44.jmj

| | <u> </u> | | |
|---|--|---------------------------------------|--|
| Instructions - Type or Print a separate form for each new or revised record RECORDS MANAGEM | | SEMENT DIVISION | AGENCY RECORDS INVENTORY |
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD | | PAGE 19 OF 37 |
| Schedule (DGS-330-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | TAGE TO ST |
| 1. Department/Agency | 2. Division | | 3. Unit |
| | | | |
| Citizen Services | Administration | • | ļ |
| DEFINITION - RECORDS SERIES - A gr purposes. | oup of related records normally file | ed and used as a unit for refer | ence as well as retention and disposition |
| 4. Record Series Title 1.61 Leave Records | | | 5. Earliest Year/Latest Year |
| | | | 1099 4- 1009 |
| | | | 1988_to_1998 |
| 6. Record Series Description (Briefly describ | be the type of information/documents/ | forms found in the series. Inch | ude the purpose or function of series. |
| Requests, reports, summaries, authorizations, employees. | schedules and similar records relating | g to sick, vacation and other type | pes of authorized leave for Citizen Services |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| ☐ Letter Size ☐ Microfilm | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | ☐ Alphabetical | | ☐ Computer Tape(s) ☐ Other (specify) |
| Legal Size Computer Tape | □ Numerical | | Number 2 Outer (speetry) |
| ☐ Bound Book ☐ Floppy Disk | Chronological | | · · · · · · · · · · · · · · · · · · · |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | | | ☐ Computer Tape(s) |
| | | | Number □ Other (specify) |
| | | T - | |
| 11. File is Used | | 12. File Becomes Inactive A | After |
| □ Daily □ Weekly | Monthly | Number | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floo | r, Room) | 14. Is Record Series Duplic | ated Elsewhere? |
| Notana 20 | 171m. | (If yes, specify agency or office) | |
| security. on | 275410 | Yes | No |
| | □ Yes X No | 16. Audit Requirements | • |
| (If Yes, cite Law(s) & Regulations) | | None □ Sta | te |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retention | |
| hardware/software | | As long as administratively valuable. | |
| □ Yes No | | | |
| , , | | 1 | |
| | | | |
| | | | |
| 19. Name and Title of Preparer . | 20. Telephone Number | I | 21. Date |
| Ian M. Jewby-Horan, Administrative Assista | | | 1/23/98 |

f:\data\admin\files\retent - 1.61.jmj

| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GI RECORDS MANAGI | | AGENCY RECORDS INVENTORY |
|--|--|---|---|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 20 OF 3) |
| Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A group purposes. | o of related records normally file | d and used as a unit for refer | ence as well as retention and disposition |
| 4. Record Series Title 1.71 Accident/Incident Re | eports | | 5. Earliest Year/Latest Year |
| | | | <u>1988</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe the | ne type of information/documents/i | forms found in the series. Inclu | ude the purpose or function of series. |
| COPIES of accident reports involving county ar | nd non-county employees. | | |
| 7. Record Series (Format(s) ☐ Letter Size ☐ Microfilm | 3. Record Series Sequence □ Alphabetical | | 9. Volume □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) |
| Legal Size | □ Numerical | | Number Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | 2 files |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation |
| □ Other (specify) ————— | Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Number |
| | | T | |
| 11. File is Used Daily Weekly Monthly | | 12. File Becomes Inactive After □ Month(s) | |
| 13. Current Location(s) (Bldg., Floor, R | i Flor | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Yes No | |
| 15. Access Restrictions | | 16. Audit Requirements None □ Star | te □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software ☐ Yes No | | 18. Recommended Retention 1 year then destroy. | n |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 6/23/98 |

f:\data\admin\files\retent - 1.71.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI | | SEMENT DIVISION | AGENCY RECORDS INVENTORY | |
|---|--|-------------------------------------|---|--|
| Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 2/ OF 3 7 | |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A gr purposes. | oup of related records normally fil | ed and used as a unit for reference | ce as well as retention and disposition | |
| 4. Record Series Title 1.74 Personnel Requis | itions | | 5. Earliest Year/Latest Year | |
| | | | <u>1988</u> to <u>1998</u> | |
| 6. Record Series Description (Briefly describ | , | | the purpose or function of series. | |
| COPIES of Personnel Requisitions sent to th | e Office of Human Resources (Person | nnel) | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume □ File Drawer(s) | |
| □ Letter Size □ Microfilm | ☐ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size | □ Numerical | | Number Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Admitted / felle | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | ☐ Other (specify) | | ☐ File Drawer(s)☐ Microfilm Reel(s) | |
| | Julijests | | ☐ Computer Tape(s) ☐ Other (specify) | |
| | | | Number / Lile | |
| 11. File is Used | sheetel | 12. File Becomes Inactive After | er er | |
| □ Daily □ Weekly | □ Monthly | , | Month(s) Year(s) | |
| 13. Current Location(s) (Bldg., Floo | r, Room) | 14. Is Record Series Duplicate | d Elsewhere? | |
| Latinaz. 2n | s Floor | (If yes, specify agency or o | | |
| 15. Access Restrictions | □ Yes No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | None | □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retention | | |
| hardware/software | | 1 year then destroy. | | |
| □ Yes ⊅No | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21 | Date | |
| Jan M. Jewby-Horan, Administrative Assista | | | 6 133198 | |

f:\data\admin\files\retent - 1.74.jmj

| Instructions - Type or Print a separate DEPARTMENT OF GE | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|--|---|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 23 OF 37 | |
| , | | | | |
| Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| | | · · · · · · · · · · · · · · · · · · · | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally file | ed and used as a unit for referen | ce as well as retention and disposition | |
| 4. Record Series Title 2.01 Annual Budgets | | | 5. Earliest Year/Latest Year | |
| _ | | | 1988 to 1998 | |
| 6. Record Series Description (Briefly describe | e the type of information/documents/ | forms found in the series Include | | |
| . , , | •• | | | |
| of record for these documents. | luding any separate capital improven | nent budgets for the Detp. of Citiz | en Services. Budget office is the official office | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | ☐ Alphabetical | | File Drawer(s) Microfilm Reel(s) | |
| Legal Size | □ Numerical | | □ Computer Tape(s) □ Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Numoer | |
| ☐ Audio Tape ☐ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | Y Other (specify) | | File Drawer(s) Microfilm Reel(s) | |
| | Lulyet | | Computer Tape(s) Other (specify) | |
| | | | Number U Other (specify) | |
| 11. File is Used | | 12. File Becomes Inactive After | er | |
| Daily | □ Monthly | | Month(s) Year(s) | |
| | | Number | | |
| 13. Current Location(s) (Bldg., Floor | r, Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Setura, 2no | l thon | Yes 🗆 No | | |
| 15. Access Restrictions | □ Yes No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | None □ State | ☐ Federal ☐ Independent | |
| | | | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | | |
| □ Yes No | | 3 years in department, then des | uroy. | |
| ' ' | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21 | Date / 23/58 | |
| Jan M. Jewby-Horan, Administrative Assistar | nt (410) 313-6407 | l | 10 1 23/10 | |

f:\data\admin\files\retent - 2.01.jmj

| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GE RECORDS MANAGE | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|--|--|---|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 33 OF 3 3 |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A groupurposes. | up of related records normally file | d and used as a unit for refe | rence as well as retention and disposition |
| 4. Record Series Title 2.02 Budget working p | papers | | 5. Earliest Year/Latest Year |
| | | <u> </u> | <u>1988_</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/f | forms found in the series. Incl | lude the purpose or function of series. |
| Records created exclusively for and used in the | preparation of the annual Citizen So | ervices budget or special budg | gets, including departmental and division . |
| 7. Record Series (Format(s) | 8. Record Series Sequence | . , | 9. Volume |
| □ Letter Size □ Microfilm | □ Alphabetical | | □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) |
| Legal Size □ Computer Tape | □ Numerical | | Number Computer Tape(s) Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | Annoci |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | File Drawer(s) Microfilm Reel(s) |
| | Subject | | Computer Tape(s) Number Other (specify) |
| 11. File is Used | la nedel | 12. File Becomes Inactive | After |
| Daily | | Number | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor, | _ | 14. Is Record Series Duplie (If yes, specify agency | |
| Latewas, 2. | nd Floor | | No |
| 15. Access Restrictions | Yes • No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | • | None □ Sta | ate □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain | briefly and describe any | 18. Recommended Retention | |
| hardware/software Pes No | | 3 years in department, then destroy. | |
| , I is X | | | |
| | • | | |
| 1774 CD | 20 7 1-1-1 | | |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant | 20. Telephone Number t (410) 313-6407 | · | 21. Date / 1 2 / Q Q |
| Jan IVI. Jewoy-Horan, radininga anter a constant | (110) 313 6167 | | 6/23/98 |

f:\data\admin\files\retent - 2.02.jmj

| | · | | |
|---|--|---|--|
| form for each new or revised record RECORDS | | ENERAL SERVICES SEMENT DIVISION | AGENCY RECORDS INVENTORY |
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 21 OF 37 |
| 25 | | | |
| Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gro | oup of related records normally file | ed and used as a unit for referer | nce as well as retention and disposition purposes. |
| 4. Record Series Title 2.04 Cash Receipt Jour | nals | | 5. Earliest Year/Latest Year |
| | | | 1988_to_1998 |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Includ | e the purpose or function of series. |
| Journals, registers, or similar records of origin | al entry detailing the cash receipts of | r revenues of Citizen Services, ac | counts, funds. |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9 Volume |
| ☐ Letter Size ☐ Microfilm | | | File Drawer(s) Microfilm Reel(s) |
| Legal Size | □ Alphabetical | | □ Computer Tape(s) □ Other (specify) |
| □ Bound Book □ Floppy Disk | □ Numerical | | Number |
| □ Audio Tape □ Video Tape | ☐ Chronological☐ Geographical☐ | | 10. Annual Accumulation |
| □ Other (specify) | Other (specify) | | □ File Drawer(s) |
| | Bu Sulvier | T | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | ~ | Number |
| 11. File is Used | | 12. File Becomes Inactive Aft | |
| Daily Weekly | □ Monthly | 1 | □ Month(s) □ Year(s) |
| - Daily - Weekly | | Number | - Montal(s) |
| 13. Current Location(s) (Bldg., Floor | , Room) | 14. Is Record Series Duplicate (If yes, specify agency or | ed Elsewhere? office) |
| | | □ Yes No | |
| 15. Access Restrictions | ¹ Yes □ No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | 165 110 | □ None □ State | □ Federal □ Independent |
| | | - None - State | - reactai - macpondent |
| 17. Is an Index System Used? (If Yes, explair hardware/software | n briefly and describe any | 18. Recommended Retention | |
| nardware/software □ Yes □ No | | As long as administratively va | duable, then destroy. |
| - 100 - 110 | | | |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 2 | 1. Date |
| Jan M. Jewby-Horan, Administrative Assistan | t (410) 313-6407 | | |

t:\admin\files\invent.jmj- 2.04.jmj

| Instructions - Type or Print a separate form for each new or revised record RECORDS MANAGI | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|--|---|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 25 OF 37 | |
| Schedule (DGS-330-1) | | | | |
| Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A grou | p of related records normally file | d and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title 2.05 Periodic Financial F | - · · - · · · · · · · · · · · · · · · · | | 5. Earliest Year/Latest Year | |
| | | | <u>1988_to_1998</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series Incl | | |
| Monthly, quarterly, or semi-annual reports or st | | | | |
| 1 | | of the Citizen Services, accoun | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) | |
| ☐ Letter Size ☐ Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size | □ Numerical | | Number Other (specify) | |
| □ Bound Book □ Floppy Disk | □ Chronological | | | |
| ☐ Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| ☐ Other (specify) | Other (specify) | | | |
| | Julylit | | Computer Tape(s) Other (specify) | |
| | | | Number | |
| 11. File is Used | | 12. File Becomes Inactive A | After | |
| □ Daily □ Weekly □ | ☐ Monthly | Number | □ Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, l | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| | | Yes No | | |
| 15 Access Postwistions | Vos. El No. | 16. Audit Requirements | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes □ No | □ None □ Sta | te | |
| | - | 2 None 2 Sta | | |
| 17. Is an Index System Used? (If Yes, explain I | briefly and describe any | 18. Recommended Retention | | |
| nardware/software | | As long as administratively valuable, then destroy. | | |
| _ 103 | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | | |

t:\admin\files\invent.jmj- 2.05.jmj

| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | |
|--|---|---|---|--|
| series, forward with Retention Schedule (DGS-550-1) | | | PAGE 26 OF <u>37</u> | |
| 1. Department/Agency 2 | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A group | of related records normally file | d and used as a unit for refe | rence as well as retention and disposition purposes. | |
| 4. Record Series Title 2.06 Status Reports and A | naysis | | 5. Earliest Year/Latest Year | |
| | | | <u>1988_</u> to_ <u>1998</u> | |
| 6. Record Series Description (Briefly describe the | ne type of information/documents/i | forms found in the series. Inc | lude the purpose or function of series. | |
| Reports, cost analysis, memoranda, or similar rec | cored produced for internal use whi | ich examine the status or curr | ent condition of an acount or fund, or a financial budge records noting telephone costs and outgoing long dista | |
| 7. Record Series (Format(s) | B. Record Series Sequence | | 9. Volume | |
| □ Letter Size □ Microfilm | □ Alphabetical | | File Drawer(s) Microfilm Reel(s) Computer Tape(s) | |
| Legal Size □ Computer Tape | □ Numerical | | Number | |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | Other (specify) | | □ (File Drawer(s) □ Microfilm Reel(s) | |
| | Other (specify) | | □ Computer Tape(s) □ Other (specify) | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| □ Daily □ Weekly □ | Monthly | Number | □ Month(s) □ Year(s) | |
| 13. Current Location(s) (Bldg., Floor, R | .oom) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| - | | □ Yes □ | No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes □ No | 16. Audit Requirements | | |
| (ii 165, one Law(5) to Regulations) | • | □ None □ Sta | ate | |
| 17. Is an Index System Used? (If Yes, explain by | riefly and describe any | 18. Recommended Retention | | |
| hardware/software | | As long as administratively valuable, then destroy. | | |
| □ Yes □ No | | | | |
| | | | | |
| 10 Name and Title of Pro- | 20 Talachan Numb | | 21 P-4 | |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant | 20. Telephone Number (410) 313-6407 | | 21. Date | |

| , | | | | |
|---|--|--|--|--|
| form for each new or revised record RECORDS MAN | | ENERAL SERVICES EMENT DIVISION | AGENCY RECORDS INVENTORY | |
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 27 OF 37 | |
| 54.154.15 (2.33.254.1) | | | | |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A grou | ip of related records normally file | d and used as a unit for refe | rence as well as retention and disposition purposes. | |
| 4. Record Series Title2.17 Travel Expense Re | cords | | 5. Earliest Year/Latest Year | |
| | | | 1988_to_1998 | |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Inc | | |
| • • • | | | | |
| Documents concerning travel expenses, including | ng receipts and copies of reimburse | ment or advance copies or wa | rrents for Citizen Services employees. | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) | |
| Letter Size Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number | |
| □ Bound Book □ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| ☐ Other (specify) | Other (specify) | | □ Microfilm Reel(s) | |
| <u> </u> | Julyet Specify) | | ☐ Computer Tape(s) ☐ Other (specify) | |
| | | | Number | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| □ Daily □ Weekly 0 | □ Monthly | ————————————————————————————————————— | | |
| 13. Current Location(s) (Bldg., Floor, I | Room) | 14. Is Record Series Duplicated Elsewhere? | | |
| | | (If yes, specify agency or office) □ Yes □ No | | |
| | ···· | | NO . | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes □ No | 16. Audit Requirements | | |
| | | □ None □ St | ate | |
| 17. Is an Index System Used? (If Yes, explain t | briefly and describe any | 18. Recommended Retenti | on | |
| hardware/software | | 2 years then destroy. | | |
| □ Yes □ No | | | | |
| | | | | |
| | | | ***** | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 21. Duit | |

| Instructions - Type or Print a separate form for each new or revised record RECORDS MANAGE | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|--|--|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 | | PAGE 28 OF 37 | |
| | JESSUP, MARY | | | |
| 1. Department/Agency 2. | Division | | 3. Unit | |
| Citizen Services Ad | ministration | | | |
| DEFINITION - RECORDS SERIES - A group of | f related records normally file | d and used as a unit for refe | rence as well as retention and disposition purposes. | |
| 4. Record Series Title2.18 Grant Development ar | d Proposal Files | | 5. Earliest Year/Latest Year | |
| | | | 1988_to_1998 | |
| 6. Record Series Description (Briefly describe the | type of information/documents/f | forms found in the series. Inc | | |
| Reports planning memoranda correspondence ma | inagement studies, and similar re | ecords created for and used in | the delopment of grant proposals to state or federal | |
| agencies for the Department of Citizen Services; the contracts relating to the grant. | e final proposal and any support | ing documentation that serve | s to modify the proposal as originally presented; and | |
| 7. Record Series (Format(s) 8. | Record Series Sequence | | 9. Volume File Drawer(s) | |
| □ Letter Size □ Microfilm | Alphabetical | · | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size | □ Numerical | | Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Number | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | □ Other (specify) | | □ Tile Drawer(s) □ Microfilm Reel(s) | |
| | | | □ Computer Tape(s) □ Other (specify) | |
| | - · · · · · · · · · · · · · · · · · · · | | Number | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| Daily - Weekly - | Monthly | □ Month(s) | | |
| 13. Current Location(s) (Bldg., Floor, Roc | | 14. Is Record Series Duplicated Elsewhere? | | |
| At the same | 21. | (If yes, specify agency | No | |
| sauwy, 2m | TUT | · | No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | es No | 16. Audit Requirements | | |
| | | None □ St | ate □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain brie | fly and describe any | 18. Recommended Retention | | |
| hardware/software | | Retain 6 years on CD then destroy. | | |
| 2 163 700 | | 7.0 0 ,0 0 0 0 | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 6/23/98 | |
| | | | | |

| form for each new or revised record RECORDS MANA | | ENERAL SERVICES EMENT DIVISION | AGENCY RECORDS INVENTORY |
|---|--|---|--|
| Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 29 OF 37 |
| Department/Agency 2. 1 | Division | | 3. Unit |
| Citizen Services Adr | ninistration | | |
| DEFINITION - RECORDS SERIES - A group of | related records normally file | ed and used as a unit for refe | rence as well as retention and disposition purposes. |
| 4. Record Series Title2.19 Grant Reports | | | 5. Earliest Year/Latest Year |
| | | | <u>1988_</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe the t | ype of information/documents/ | forms found in the series. Inc | clude the purpose or function of series. |
| Copies of financial files and performance reports su | omitted to funding agencies fro | om the Dept. of Citizen Service | es. |
| 7. Record Series (Format(s) 8. 1 | Record Series Sequence | | 9. Volume |
| □ Letter Size □ Microfilm | | | File Drawer(s) ☐ Microfilm Reel(s) |
| VI agal Sign Computer Tone | ☐ Alphabetical | | ☐ Computer Tape(s) ☐ Other (specify) |
| □ Bound Book □ Floppy Disk | Numerical Chronological | | Number |
| DANGE Tons DVides Tons | Geographical | | 10. Annual Accumulation |
| D 04 (:6) | □ Other (specify) | | File Drawer(s) |
| | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | Number □ Other (specify) |
| 11. File is Used | . 1.0 | 12. File Becomes Inactive | After |
| 11. File is Used Daily Weekly Monthly | | 12. The Becomes macrive | □ Month(s) Year(s) |
| | | Number | 3 (3) |
| 13. Current Location(s) (Bldg., Floor, Room | | 14. Is Record Series Dupli (If yes, specify agency | cated Elsewhere? or office) |
| Sitimes, 2nd | Floor | □ Yes | No |
| 15. Access Restrictions ☐ Ye (If Yes, cite Law(s) & Regulations) | No | 16. Audit Requirements | ' |
| | | None □ St | ate □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain brief hardware/software | y and describe any | 18. Recommended Retention | |
| □ Yes 😾No | | Retain 6 years on CD then destroy. | |
| V \ | | | |
| | | | |
| 10. Name and Title of Decree- | 20 Talanta and | | 21 P. |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant | 20. Telephone Number (410) 313-6407 | | 21. Date / 23/98 |
| Jan IVI. Jewby-Floran, Administrative Assistant (410) 313-6407 | | | 6/29/10 |

t:\admin\files\invent.jmj- 2.19jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI | | EMENT DIVISION | AGENCY RECO | ORDS INVENTORY |
|---|------------------------------------|---|------------------------------|--------------------------------------|
| Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 | | PAGE | <i>30</i> of <i>37</i> |
| | JESSUP, MARY | 'LAND 20794 | | |
| 1. Department/Agency 2. | Division | | 3. Unit | |
| Citizen Services Ac | Iministration | | | |
| | | | | |
| DEFINITION - RECORDS SERIES - A group of | | d and used as a unit for refe | <u> </u> | |
| 4. Record Series Title - 2.20 Grant Financial Files | | | 5. Earliest Year/Late | est Year |
| | | | <u>1988</u> to <u>1998</u> | |
| 6. Record Series Description (Briefly describe the | type of information/documents/f | forms found in the series. Inc | lude the purpose or function | of series. |
| Financial records of grant funded projects, including working papers associated with the financial admini | | | | |
| 7. Record Series (Format(s) 8. | Record Series Sequence | | 9. Volume | File Drawer(s) |
| Letter Size | □ Alphabetical | | . T | Microfilm Reel(s) Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number 7 | Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumu | lation |
| □ Other (specify) | Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | Subject | | - 28/ | □ Computer Tape(s) □ Other (specify) |
| <u> </u> | / | | Number | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| □ Daily □ Weekly □ | Monthly | Number | □ Month(s) □ | Year(s) |
| 13. Current Location(s) (Bldg., Floor, Ro | om) | 14. Is Record Series Dupli (If yes, specify agency | cated Elsewhere? | |
| | | | No No | ; |
| 15 A Partition | | | | |
| 15. Access Restrictions | es 🗆 No | 16. Audit Requirements □ None □ St | ate □ Federal | □ Independent |
| | -, _{Va} | 1 Holic 1 3 | atc == Federal | a maependent |
| 17. Is an Index System Used? (If Yes, explain brichardware/software | efly and describe any | 18. Recommended Retenti | ion | |
| □ Yes □ No | | Retain for 5 years in office after submission of final expenditure report then destroy. | | |
| | | | | |
| | , | | | |
| | | <u></u> | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | , | |

t:\admin\files\invent.jmj-2.20.jmj

| Instructions - Type or Print a separate form for each new or revised record RECORDS MANAGI | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|--|---|--|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 3 / OF 3 7 | |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A grou | p of related records normally filed | l and used as a unit for refere | nce as well as retention and disposition purposes. | |
| 4. Record Series Title2.21 Grant-In-Aid | | - | 5. Earliest Year/Latest Year | |
| | | · | <u>1988_</u> to_ <u>1998</u> | |
| 6. Record Series Description (Briefly describe t | he type of information/documents/f | forms found in the series. Include | le the purpose or function of series. | |
| Includes applications for funding, financial recomonitored by the Dept. of Citizen Services. | rds, including audits, work efforts, o | quarterly reports, general corres | pondence, and agreements for grants awarded and | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | , | 9. Volume | |
| □ Letter Size □ Microfilm | Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size | □ Numerical | | Number | |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | □ Other (specify) | | File Drawer(s) Microfilm Reel(s) | |
| | | | ☐ Computer Tape(s)☐ Other (specify) | |
| | | | Number | |
| 11. File is Used | refel | 12. File Becomes Inactive Af | ter | |
| □ Daily □ Weekly □ | □ Monthly | Number C | Month(s) Year(s) | |
| 13. Current Location(s) (Bldg., Floor, F | | 14. Is Record Series Duplicat (If yes, specify agency or | | |
| | d thon | □ Yes No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes No | 16. Audit Requirements | | |
| (11 105, the Law(5) at Regulations) | • | None □ State | □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain b hardware/software | oriefly and describe any | 18. Recommended Retention | | |
| □ Yes XNo | | 1 year in office, 5 years on CD then destroy. | | |
| • • | | | | |
| ١ | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | , | 1. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 4/23/98 | |
| | | | | |

t:\admin\files\invent.jmj- 2.21.jmj

| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GI RECORDS MANAG | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|---------------------------------------|---|--|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATER P.O. BO JESSUP, MARY | X 275 | page <u>32</u> of <u>37</u> | |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A grou | up of related records normally file | d and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title - 4.04 Telephone Slips | | | 5. Earliest Year/Latest Year | |
| | | | <u>1988_</u> to_ <u>1998</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Incl | ude the purpose or function of series. | |
| Reports, slips, or similar records noting outgoin Also included are Informational received in the | | whom made, time made, and s | imilar data received by the Dept. of Citizen Services. | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) | |
| □ Letter Size □ Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size □ Computer Tape | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | Other (specify) | | ÄFile Drawer(s) □ Microfilm Reel(s) | |
| | Julyet | | Computer Tape(s) ☐ Other (specify) | |
| May May | Melel | 12. File Becomes Inactive | | |
| 2 | □ Monthly | Number | | |
| 13. Current Location(s) (Bldg., Floor, | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| 13. Current Location(s) (Bidg., Floor, | a terr | Yes | No | |
| 15. Access Restrictions | | 16. Audit Requirements None □ Sta | te □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | | |
| □ Yes XNo | | 1 year then destroy | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Jan M. Jewby-Horan, Administrative Assistant | _ | | 6/23/98 | |
| , | | | | |

t:\admin\files\invent.jmj-4.04.jmj

| Instructions - Type or Print a separate form for each new or revised record | rm for each new or revised record RECORDS MANAGEMENT DIVISION ries, forward with Retention 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY |
|---|---|--|--|
| series, forward with Retention Schedule (DGS-550-1) | | | page <u>33</u> of <u>37</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gro | up of related records normally file | ed and used as a unit for refer | ence as well as retention and disposition purposes. |
| 4. Record Series Title - 4.07 Space Files | | | 5. Earliest Year/Latest Year |
| | • | | <u>1988_</u> to <u>1998</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Incl | ude the purpose or function of series. |
| Reports, studies, plans, layouts, requests, author Services. | orizaitons and similar records relatin | g to the allocation, utilization, | release, assignment of space in the Dept. of Citizen |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| □ Letter Size □ Microfilm | □ Alphabetical | | File Drawer(s) Microfilm Reel(s) |
| Legal Size □ Computer Tape | □ Numerical | | □ Computer Tape(s) □ Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | File Drawer(s) |
| | Luliject | | Computer Tape(s) Other (specify) |
| | | | Number |
| 11. File is Used | 10 heeled | 12. File Becomes Inactive | After When no longer |
| □ Daily □ Weekly | □ Monthly | Number | After When no longs Month(s) Year(s) Leelel |
| 13. Current Location(s) (Bldg., Floor, | • | 14. Is Record Series Duplic (If yes, specify agency | ated Elsewhere? |
| Leteway, 3 | Bad Floor | 1 Q 2 1. | No |
| 15. Access Restrictions | Yes No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | None □ Sta | te |
| 17. Is an Index System Used? (If Yes, explain | briefly and describe any | 18. Recommended Retention | on |
| hardware/software | | a) Plans and layouts until su b) Other records - 1 year the | perceded, then destroy n destroy. |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 6/23/98 |

t:\admin\files\invent.jmj-4.07.jmj

| LEAST CONTRACT CONTRA | | | |
|--|---|--|--|
| <u>Instructions</u> - Type or Print a separate form for each new or revised record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
| series, forward with Retention Schedule (DGS-550-1) | | | PAGE 3 9 OF 3 7 |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A gr | l oup of related records normally file | ed and used as a unit for refer | ence as well as retention and disposition purposes |
| 4. Record Series Title - 4.19 Purchasing Rec | quisitions | | 5. Earliest Year/Latest Year |
| | | | <u>1988_to_1998</u> |
| 6. Record Series Description (Briefly describ | e the type of information/documents/ | forms found in the series. Inclu | ade the purpose or function of series. |
| Department of Citizen Services' copies of pur | rchase requisitions. | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume A File Drawer(s) |
| Letter Size | ☐ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| Legal Size | □ Numerical | | Number |
| □ Bound Book □ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | , | 10. Annual Accumulation |
| □ Other (specify) | Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| <u> </u> | Sulyest | | Computer Tape(s) Other (specify) |
| | | | Number |
| 11. File is Used | | 12. File Becomes Inactive A | After |
| □ Daily □ Weekly | □ Monthly | Number | □ Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor | r, Room) | 14. Is Record Series Duplica (If yes, specify agency of | ated Elsewhere? |
| | | □ Yes □ 1 | |
| 15. Access Restrictions | □ Yes □ No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | □ None □ Star | e |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retentio | n |
| □ Yes □ No | | Retain 2 years, then destroy. | |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |

t:\admin\files\invent.jmj-4.19.jmj

Jan M. Jewby-Horan, Administrative Assistant

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF G RECORDS MANAG 7275 WATER P.O. BO JESSUP, MAR | | GE 35 OF 37 | |
|---|--|---|------------------------------------|---|
| Department/Agency Citizen Services | 2. Division Administration | 3. Unit | | |
| DEFINITION - RECORDS SERIES - A gr | oup of related records normally file | ed and used as a unit for refere | nce as well as retention | on and disposition purposes. |
| 4. Record Series Title -4.20 Purchase Orders | • | | 5. Earliest Year/ | Latest Year |
| 6. Record Series Description (Briefly describ Department of Citizen Services' copies of pur | • • | /forms found in the series. Inclu | de the purpose or func | tion of series. |
| 7. Record Series (Format(s) Letter Size | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume Number 10. Annual Accu | Drawer(s) Drawer(s) Drawer(s) Computer Tape(s) Other (specify) Drawer(s) Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify) |
| 11. File is Used Daily Weekly | □ Monthly | 12. File Becomes Inactive A | fter □ Month(s) | □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica (If yes, specify agency of | r office) | |
| 15. Access Restrictions | | 16. Audit Requirements ☐ None ☐ State | e □ Federal | □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software ☐ Yes ☐ No | | 18. Recommended Retention Retain 2 years, then destroy. | 1 | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |

t:\admin\files\invent.jmj-4.20.jmj

Jan M. Jewby-Horan, Administrative Assistant

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|---|--|---|---|--|
| Schedule (DGS-550-1) | P.O. BO JESSUP, MAR | OX 275 | PAGE <u>76</u> OF <u>37</u> | |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| Citizen Services | Administration | | | |
| DEFINITION - RECORDS SERIES - A gro | oup of related records normally file | ed and used as a unit for refe | rence as well as retention and disposition purposes. | |
| 4. Record Series Title -4.21 Minor Purchase C | Orders | | 5. Earliest Year/Latest Year | |
| | | | <u>1988_to_1998</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/ | forms found in the series. Inc | clude the purpose or function of series. | |
| Department of Citizen Services' copies of min | or purchase orders. | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) | |
| □ Letter Size □ Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Legal Size □ Computer Tape | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) | |
| 11 794 1-11-1 | | 1,2,51,5 | | |
| 11. File is Used □ Daily □ Weekly | □ Monthly | 12. File Becomes Inactive | After □ Month(s) □ Year(s) | |
| a bany a weekly | | Number | - I real(s) | |
| 13. Current Location(s) (Bldg., Floor, | , Room) | 14. Is Record Series Dupli (If yes, specify agency | cated Elsewhere? | |
| | | □ Yes □ No | | |
| 15. Access Restrictions | J Yes □ No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | □ None □ St | ate □ Federal □ Independent | |
| | | | | |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly and describe any | 18. Recommended Retent | | |
| □ Yes □ No | | Retain 2 years, then destro | y. | |
| | | | | |
| | | | | |
| 10. Name and Title of D | 20. Tel-ub-us-Neuri | | 21 Days | |
| 19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistan | 20. Telephone Number t (410) 313-6407 | | 21. Date | |
| | - [\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | | | |

t:\admin\files\invent.jmj-4.21.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY |
|--|---|---|--|
| Schedule (DGS-550-1) | P.O. BO JESSUP, MAR | X 275 | PAGE <u>37</u> OF <u>37</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| Citizen Services | Administration | | |
| DEFINITION - RECORDS SERIES - A group | p of related records normally file | d and used as a unit for refe | erence as well as retention and disposition purposes. |
| 4. Record Series Title -4.29 Inventory Reports - | Parts and Supplies | | 5. Earliest Year/Latest Year 1988 to 1998 |
| 6. Record Series Description (Briefly describe the | he type of information/documents/ | forms found in the series Inc | |
| Periodic inventory reports of parts and supplies i | | ionnis tound in the series. The | state the purpose of function of series. |
| | | | lo wilmi |
| ì · · · · · | 3. Record Series Sequence | | 9. Volume File Drawer(s) Microfilm Reel(s) |
| □ Letter Size □ Microfilm | □ Alphabetical | | □ Computer Tape(s) □ Other (specify) |
| Legal Size | □ Numerical | | Number Greeny) |
| □ Bound Book □ Floppy Disk | □ Chronological | | 10. Annual Accumulation |
| ☐ Audio Tape ☐ Video Tape ☐ Other (specify) | ☐ Geographical | | File Drawer(s) |
| | Othern(specify) | | Number Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used | Medel | 12. File Becomes Inactive | After |
| Daily Weekly | | Number | □ Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor, R | | 14. Is Record Series Dupli (If yes, specify agency | cated Elsewhere? 7550 |
| Setung, 2n | d thron | | No - |
| 15. Access Restrictions ☐ Yes No (If Yes, cite Law(s) & Regulations) | | 16. Audit Requirements None □ St | ate □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain b hardware/software | riefly and describe any | 18. Recommended Retent | ion |
| □ Yes No | | 1 year then destroy. | |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date _ |
| Jan M. Jewby-Horan, Administrative Assistant | (410) 313-6407 | | 6/23/98 |
| | | | |

t:\admin\files\invent.jmj-4.29.jmj

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | | AGENCY RECORDS INVENTORY PAGE OF 2.6 |
|---|---|-------------------------|--|---|
| , | | | | |
| 1. Department/Agency | 2. Division | | | 3. Unit |
| Dept of Citizen Services | Office On A | ging | | · |
| DEFINITION - RECORDS SERIES - A gro | up of related reco | ds normally filed | l and used as a unit for refer | ence as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year |
| Correspondence & | Miscellaneous | | | <u>80</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe | the type of informat | tion/documents/for | rms found in the series. Includ | le the purpose or function of series. |
| 1.01 Policy & Program Dev | elopment | | | |
| | • | | | |
| | | | | |
| | | | · | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series | Sequence | ·- | 9. Volume |
| X Letter Size ☐ Microfilm | X Alphabetic | ral | | X File Drawer(s) □ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | ☐ Numerica | | | 2 □ Computer Tape(s) □ Other (specify) |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological _ | | | Number |
| □ Audio Tape □ Video Tape | □ Geograph | - | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (sp | | | X File Drawer(s) |
| | | | | ☐ Microfilm Reel(s) 1/2 ☐ Computer Tape(s) |
| | | | | Number □ Other (specify) |
| 11. File is Used | | | 12. File Becomes Inactive | Δ fter |
| Daily X Weekly | □ Monthly | | | □ Month(s) X Year(s) |
| | | | Number | - 1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1 |
| 13. Current Location(s) (Bld, Floor, | Room) | , | 14. Is Record Series Duplic (If yes, specify agency | cated Elsewhere? or office) |
| Gateway Bldg - 2nd Floor | | | X Yes □ No Dept Admin | |
| 15. Access Restrictions | Yes X N | | 16. Audit Requirements | • |
| (If Yes, cite Law(s) & Regulations) | | | X None □ S | tate □ Federal □ Independent |
| | | | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retenti | on | |
| □ Yes X No | | 3 Years | | |
| | | | | |
| , | | | | |
| 10. 11 | | | | |
| 19. Name and Title of Preparer Physlis Provider Secretary | ŀ | ephone Number | | 21. Date |
| Phyllis Braxton, Secretary Office on Aging | 41 | 0-313-6410 | | July 30, 1998 |

| | Γ | *** | | |
|--|--|-------------------------------|---|---|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GE RECORDS MANAGE 7275 WATER | | EMENT DIVISION | AGENCY RECORDS INVENTORY |
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | | PAGE 2 OF 2 6 |
| Department/Agency | 2. Divis | sion | | 3. Unit |
| Dept of Citizen Services | Offi | ce On Aging | | |
| | <u> </u> | | | |
| | oup of rela | ited records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. |
| 4. Record Series Title Correspondence & | & Miscell | laneous | | 5. Earliest Year/Latest Year |
| | | | | 85 To98 |
| 6. Record Series Description (Briefly describe | the type of | f information/documents/for | ms found in the series. Includ | e the purpose or function of series. |
| 1.02 Administrative | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | & Reco | rd Series Sequence | | 9. Volume |
| | o. Reco | ra series sequence | | X File Drawer(s) □ Microfilm Reel(s) |
| X Letter Size | | Alphabetical | | 1 |
| X Legal Size □ Computer Tape □ Bound Book □ Floppy Disk | | Numerical | | Number |
| □ Audio Tape □ Video Tape | | Chronological Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | Į. | Other (specify) | | X File Drawer(s) |
| · . | | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | | Number Other (specify) |
| 11. File is Used | | | 12. File Becomes Inactive | After |
| □ Daily X Weekly | □ Mont | hly | | □ Month(s) X Year(s) |
| | <u> </u> | | Number | |
| 13. Current Location(s) (Bld, Floor, Gateway Bldg - 2nd Floor | Koom) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Gateway Blug - 2nd Floor | | | X Yes | No Dept Admin |
| 15. Access Restrictions [If Yes, cite Law(s) & Regulations] | Yes | X No | 16. Audit Requirements | |
| (in 1 to, the Dam(s) to regulations) | | | X None □ St | tate |
| 17. Is an Index System Used? (If Yes, explain | briefly and | d describe any | 18. Recommended Retenti | on |
| hardware/software ☐ Yes X No | | 2 Years | | |
| - 165 A INU | | | | |
| | | | | |
| | т | | | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21. Date |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | | | July 30, 1998 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 | | | AGENCY RECORDS INVENTORY PAGE 3 OF 2 6 |
|---|--|------------------------------|---------------------------------|---|
| | | JESSUP, MARY | YLAND 20794 | |
| 1. Department/Agency | 2. Divi | ision | | 3. Unit |
| Dept of Citizen Services | Off | ice On Aging | | |
| DEFINITION - RECORDS SERIES - A gro | up of rel | ated records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year |
| Correspondence & | & Misce | llaneous | | <u>85</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe | the type o | of information/documents/for | ms found in the series. Include | e the purpose or function of series. |
| 1.04 Organization and Plan | nning | | • | |
| | | | | |
| | | | | |
| | | | | |
| | ı | | | |
| 7. Record Series (Format(s) | 8. Rec | ord Series Sequence | | 9. Volume X File Drawer(s) |
| X Letter Size ☐ Microfilm | х | Alphabetical | | ☐ Microfilm Reel(s) 1/2 ☐ Computer Tape(s) |
| X Legal Size □ Computer Tape | _ | Numerical | | Number |
| ☐ Bound Book ☐ Floppy Disk | _ | Chronological | | |
| □ Audio Tape □ Video Tape | • | Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | □ Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | <u> </u> | | ☐ Computer Tape(s) ☐ Other (specify) |
| | l | | T | Tuniou |
| 11. File is Used | | | 12. File Becomes Inactive | After |
| □ Daily X Weekly | □ Mon | thly | | |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplie | cated Elsewhere? |
| Gateway Bldg - 2nd Floor | | | (If yes, specify agency X Yes □ | No Dept Admin |
| 15. Access Restrictions | Yes | X No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | 103 | ANO | X None □ St | ate □ Federal □ Independent |
| | - | | | · |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retenti | on | |
| □ Yes X No | | 3 Years | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21 Date |
| Phyllis Braxton, Secretary | | 410-313-6410 | | 21. Date July 30, 1998 |
| Office on Aging | | 113 010 0410 | | July 500, 1270 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | RECORDS MA | OF GENERAL SERVICES NAGEMENT DIVISION ATERLOO ROAD | AGENCY RECORDS INVENTORY | | |
|---|----------------------------------|--|---|--|--|
| Schedule (DGS-550-1) | P.0 | O. BOX 275 MARYLAND 20794 | PAGE <u></u> OF <u>26</u> | | |
| Department/Agency | 2. Division | | 3. Unit | | |
| Dept of Citizen Services | Office On Aging | | | | |
| DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | | | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | |
| Correspondence & | & Miscellaneous | | <u>90</u> To <u>98</u> | | |
| 6. Record Series Description (Briefly describe | the type of information/docume | ents/forms found in the series. Include | le the purpose or function of series. | | |
| 1.05 Procedural | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume X File Drawer(s) | | |
| X Letter Size □ Microfilm | X Alphabetical | | ☐ Microfilm Reel(s) 1/4 ☐ Computer Tape(s) | | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number Other (specify) | | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | <u> </u> | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation | | |
| ☐ Other (specify) | □ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | | |
| | | _ | ☐ Computer Tape(s) ☐ Other (specify) | | |
| <u> </u> | <u> </u> | | 1 Marilosa | | |
| 11. File is Used | | 12. File Becomes Inactive | | | |
| □ Daily X Weekly | □ Monthly | Number C | □ Month(s) X Year(s) | | |
| 13. Current Location(s) (Bld, Floor, | Room) | 14. Is Record Series Duplie | cated Elsewhere? | | |
| Gateway Bldg - 2nd Floor | | ```` | (If yes, specify agency or office) X Yes | | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | Dopt Admin & Fullian Resources | | |
| (If Yes, cite Law(s) & Regulations) | 1 e2 V 140 | X None | tate □ Federal □ Independent | | |
| - | | | | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retenti | on | | |
| □ Yes X No | | 2 Years | | | |
| | | | | | |
| | | | | | |
| 10 Name and Title of Deserve | 20 Talantan N | nher | 21 Data | | |
| 19. Name and Title of Preparer Phyllis Braxton, Secretary | 20. Telephone Nun 410-313-641 | | 21. Date July 30, 1998 | | |
| Office on Aging | 410-010-041 | | | | |
| 1 | I | | 1 | | |

| Instructions - Type or Print a separate form for each new or revised record | RECORDS MANA | GENERAL SERVICES GEMENT DIVISION | AGENCY RECORDS INVENTORY |
|---|--------------------------------------|---|--|
| series, forward with Retention Schedule (DGS-550-1) | P.O. B | RLOO ROAD OX 275 RYLAND 20794 | PAGE <u>5</u> OF 2 6 |
| Department/Agency | 2. Division | | 3. Unit |
| Dept of Citizen Services | Office On Aging | | |
| DEFINITION - RECORDS SERIES - A gro | oup of related records normally file | ed and used as a unit for refere | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Correspondence & | & Miscellaneous | | <u>96</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe | the type of information/documents/i | forms found in the series. Include | the purpose or function of series. |
| 1.07 Reading | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume X. File Drawer(s) |
| X Letter Size □ Microfilm | □ Alphabetical | | ☐ Microfilm Reel(s) 1/4 ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number Other (specify) |
| □ Bound Book □ Floppy Disk | X Chronological | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| □ Other (specify) | □ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | ☐ Computer Tape(s) ☐ Other (specify) |
| | | | Number |
| 11. File is Used | | 12. File Becomes Inactive A | After |
| □ Daily X Weekly | □ · Monthly | 1 Number | Month(s) X Year(s) |
| 13. Current Location(s) (Bld, Floor, | Room) | 14. Is Record Series Duplic (If yes, specify agency of | ated Elsewhere? or office) |
| Gateway Bldg - 2nd Floor | | | No Dept Admin |
| | Yes X No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | X None □ Sta | ate □ Federal □ Independent |
| | | - | |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly and describe any | 18. Recommended Retention | n |
| □ Yes X No | | 1 Years | |
| | | | |
| | <u> </u> | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Phyllis Braxton, Secretary | 410-313-6410 | | July 30, 1998 |
| Office on Aging | 710-010-0410 | | |
| İ | I | | · |

| Instructions - Type or Print a separate form for each new or revised record | Form for each new or revised record RECORDS MANAGEMENT DIVISION Recies, forward with Retention 7275 WATERLOO ROAD | | | AGENCY RECORDS INVENTORY | |
|---|---|------------------------------|---|---|--|
| Schedule (DGS-550-1) | | | | PAGE <u>6</u> OF <u>26</u> | |
| Department/Agency | 2. Divi | sion | | 3. Unit | |
| Dept of Citizen Services | Off | ice On Aging | | | |
| DEFINITION - RECORDS SERIES - A gro | oup of rel | ated records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year | |
| Correspondence d | & Misce | llaneous | | <u>96</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe | the type o | of information/documents/for | ms found in the series. Include | le the purpose or function of series. | |
| 1.10 Publications | | | | | |
| | | | | | |
| | | | | , | |
| | | | | | |
| | | · | | | |
| 7. Record Series (Format(s) | 8. Rece | ord Series Sequence | | 9. Volume X File Drawer(s) | |
| ☐ Letter Size ☐ Microfilm | | Alphabetical | | ☐ Microfilm Reel(s) 1/2 ☐ Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | o | Numerical | | Number Other (specify) | |
| X Bound Book | | Chronological | | 10. Annual Accumulation | |
| ☐ Audio Tape ☐ Video Tape ☐ other (specify) | , | Geographical | | □ File Drawer(s) | |
| other (specify) | | Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | | Number Other (specify) | |
| 11. File is Used | · · · | <u>.</u> | 12. File Becomes Inactive | After | |
| □ Daily □ Weekly | X Monti | hly | 5 | □ Month(s) X Year(s) | |
| | | | Number | | |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | | X Yes □ | No | |
| 15. Access Restrictions [If Yes, cite Law(s) & Regulations] | Yes | X No | 16. Audit Requirements | | |
| (11 165, one baw(s) as regulations) | | | X None □ S | tate | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retent | on | | |
| hardware/software ☐ Yes X No | | | 5 Years | | |
| - Its And | | | | | |
| | | | | | |
| | | | J | | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | | 410-313-6410 | | July 30, 1998 | |
| | | 1 S | | 1 | |

| Instructions - Type or Print a separate form for each new or revised record | | DEPARTMENT OF GE RECORDS MANAGE | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|---|--|------------------------------------|---|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | | PAGE 7 OF 26 | |
| 1. Department/Agency | 2. Divis | ion | | 3. Unit | |
| Dept of Citizen Services | Offic | ce On Aging | | | |
| DEFINITION DECORDS STREET | | | | | |
| | oup of rela | ted records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title Correspondence & | & Miscell | laneous | | 5. Earliest Year/Latest Year | |
| | | | | 95 To 98 | |
| 6. Record Series Description (Briefly describe | the type of | f information/documents/for | ms found in the series. Incluc | e the purpose or function of series. | |
| 1.14 Agenda | | | | • | |
| | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Reco | ord Series Sequence | | 9. Volume | |
| X Letter Size □ Microfilm | | • | | ☐ File Drawer(s)☐ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | | Alphabetical Numerical | | 3 □ Computer Tape(s) X Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | | Numericai Chronological | | Number BINDERS | |
| ☐ Audio Tape ☐ Video Tape | 1 | Geographical | | 10. Annual Accumulation | |
| other (specify) | Į. | Other (specify) | | ☐ File Drawer(s)☐ Microfilm Reel(s) | |
| | | | | 1 □ Computer Tape(s) | |
| | | | | Number X Other (specify) BINDER | |
| 11. File is Used | | <u> </u> | 12. File Becomes Inactive | After | |
| □ Daily □ Weekly | X Month | ly | 1 □ Month(s) X Year(s) | | |
| 11. 0 | D . | | Number | No. | |
| 13. Current Location(s) (Bld, Floor, | Koom) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | · | | X Yes No Commission Members | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes | X No | 16. Audit Requirements | | |
| (00, one Law(o) to Regulations) | | | X None | ate | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retenti | on | | |
| hardware/software | | | 1 Year | | |
| □ Yes X No | | | | | |
| | | | | | |
| | | | | | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | | 410-313-6410 | | July 30, 1998 | |
| Office on Aging | | | | | |

| | , | | | | |
|--|-------------------------------------|------------------------------|---|------------------------------|---|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GI RECORDS MANAGI 7275 WATER | | | EMENT DIVISION | | AGENCY RECORDS INVENTORY |
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | | | PAGE <u>8</u> OF 3 6 |
| Department/Agency | 2. Divis | 2. Division | | | 3. Unit |
| Dept of Citizen Services | Offi | ce On Aging | | | |
| DEFINITION - RECORDS SERIES - A gro | up of rela | ated records normally filed | and used as a unit for refer | ence as | well as retention and disposition purposes. |
| 4. Record Series Title | lancous | | | 5. Earliest Year/Latest Year | |
| Correspondence & | × iviiscei | ianeous | | | <u>95</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe | the type o | f information/documents/form | ms found in the series. Includ | the p | urpose or function of series. |
| 1.15 Minutes | | | | | |
| 1.16 Minutes - Supporting | Docum | entation | | | |
| 1170 Himason - Outplotting | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Reco | ord Series Sequence | | | 9. Volume |
| X Letter Size □ Microfilm | | Alphabetical | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | | □ Numerical | | | Number X Other (specify) BINDERS |
| □ Bound Book □ Floppy Disk | x o | X Chronological | | | |
| ☐ Audio Tape ☐ Video Tape | | Geographical | | | 10. Annual Accumulation |
| □ other (specify) | - | Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tane(s) |
| I I | | | | | l □ Computer Tape(s) X Other (specify) BINDER |
| <u> </u> | | | | L | |
| 11. File is Used | v | | 12. File Becomes Inactive After | | |
| □ Daily □ Weekly | X Month | ily | | | |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | | | No | Commission Members |
| 15. Access Restrictions | Yes | X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | | X None □ S | tate | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly an | d describe any | 18. Recommended Retenti | ion | |
| hardware/software | | | 3 Years | | |
| | | | | | • |
| | | | | | |
| | | | <u> </u> | T | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21. I | |
| Phyllis Braxton, Secretary Office on Aging | | 410-313-6410 | | | July 30, 1998 |

| <u></u> | · · · · · · · · · · · · · · · · · · · | | | |
|--|--|--|---|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF G RECORDS MANAG 7275 WATER | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
| Schedule (DGS-550-1) | P.O. BO JESSUP, MAR | X 275 | PAGE 9_OF26_ | |
| Department/Agency | 2. Division | | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| DEFENITION DECORDS SERVES A | | | | |
| | up of related records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title Correspondence & | & Miscellaneous | | 5. Earliest Year/Latest Year | |
| | · · · · · · · · · · · · · · · · · · · | | <u>95</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/for | rms found in the series. Includ | e the purpose or function of series. | |
| 1.25 Complaints | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| X Letter Size ☐ Microfilm | X Alphabetical | | X File Drawer(s) Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | 1/4 □ Computer Tape(s) □ Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | Number | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | |
| □ other (specify) | ☐ Other (specify) | | □ File Drawer(s) □ Microfilm Reel(s) | |
| | | | ☐ Computer Tape(s) ☐ Other (specify) | |
| | | | Number Source (specify) | |
| 11. File is Used | <u> </u> | 12. File Becomes Inactive | After | |
| • | √ Monthly | 3 | | |
| | <u> </u> | Number | | |
| 13. Current Location(s) (Bld, Floor, | Room) | 14. Is Record Series Duplic (If yes, specify agency | cated Elsewhere? or office) | |
| Gateway Bldg - 2nd Floor | | | No | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | X None □ St | ate □ Federal □ Independent | |
| · | | | · · · · · · · · · · · · · · · · · · · | |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly and describe any | 18. Recommended Retention | on | |
| □ Yes X No | | 3 Years | | |
| , | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | | July 30, 1998 | |

| | | • | | | |
|---|-------------|---|--|-----------|---|
| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | | AGENCY RECORDS INVENTORY |
| Schedule (DGS-550-1) | | P.O. BOX 275 JESSUP, MARYLAND 20794 | | | PAGE 10 OF 24 |
| 1. Department/Agency | 2. Divi | sion | | | 3. Unit |
| Dept of Citizen Services | Offi | ice On Aging | | | |
| DEFINITION - RECORDS SERIES - A gro | oup of rela | ated records normally filed | and used as a unit for refer | ence as | well as retention and disposition purposes. |
| 4: Record Series Title | | | | | 5. Earliest Year/Latest Year |
| Personnel | | | · | | <u>77</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe | the type o | f information/documents/for | ms found in the series. Include | de the pi | urpose or function of series. |
| 1.41 Individual Employee | Personn | iel | | | |
| | | | | | |
| | | | | | |
| · | | | | | |
| 7. Record Series (Format(s) | 8. Reco | ord Series Sequence | | | 9. Volume |
| | 0. 1.00 | 3.4 3.6.03 3.44.6. 00 | | | X File Drawer(s) Microfilm Reel(s) |
| X Letter Size | X | Alphabetical | | | 1 |
| X Legal Size □ Computer Tape | | Numerical | • | | Number United (specify) |
| □ Bound Book □ Floppy Disk | 1 | Chronological | | <u> </u> | 10. Annual Accumulation |
| ☐ Audio Tape ☐ Video Tape | 1 | Geographical | | | □ File Drawer(s) |
| · □ other (specify) | | Other (specify) | | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | | | | | Other (specify) |
| | l | | | L | 1 values |
| 11. File is Used | | | 12. File Becomes Inactive | After | |
| X Daily Weekly | Monthl | y | Number 1 | □ Montl | h(s) X Year(s) Employment Ends |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplie (If yes, specify agency | cated El | sewhere? e) |
| Gateway Bldg - 2nd Floor | | | X Yes 🗆 | No | Dept Admin & Human Resources |
| | Yes | X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | | X None | tate | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retenti | ion | · | |
| hardware/software ☐ Yes X No | | | 1 Year | | |
| 2 163 A 190 | | | | | |
| | | | • | | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21. [| Date |
| Phyllis Braxton, Secretary | | 410-313-6410 | | 1 | July 30, 1998 |
| Office on Aging | | TIV VID UTIV | | ' | , 50, 1770 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | - | DEPARTMENT OF GR RECORDS MANAGE 7275 WATER | EMENT DIVISION LOO ROAD | | AGENCY RECORDS INVENTORY |
|--|--|--|--|---|---|
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | | | , PAGE //_ OF 2 6_ |
| 1. Department/Agency | 2. Divi | sion | | 3 | . Unit |
| Dept of Citizen Services | Off | ice On Aging | | | |
| DEFINITION - RECORDS SERIES - A grou | ated records normally filed | and used as a unit for refer | ence as v | well as retention and disposition purposes. | |
| 4. Record Series Title | | | | 5 | Earliest Year/Latest Year |
| Personnel | | | | | <u>96</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe t | the type o | of information/documents/for | ms found in the series. Includ | le the pur | pose or function of series. |
| 1.43 Temporary Employee | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Reco | ord Series Sequence | | 9 | X File Drawer(s) |
| X Letter Size □ Microfilm | X | Alphabetical | ·. | | ☐ Microfilm Reel(s) 1 ☐ Computer Tape(s) |
| X Legal Size □ Computer Tape | | Numerical | | - | Number Other (specify) |
| □ Bound Book □ Floppy Disk | | 3 | | | O. Al A |
| ☐ Audio Tape ☐ Video Tape | | Geographical | | | 0. Annual Accumulation |
| other (specify) | | Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | | | ☐ Computer Tape(s) ☐ Other (specify) |
| | | | | | Number |
| 11. File is Used | | | 12. File Becomes Inactive | After | |
| X Daily Weekly | Month | ly | Number C | □ Month(| X Year(s) Employment Ends |
| 13. Current Location(s) (Bld, Floor, I | Room) | | 14. Is Record Series Duplic (If yes, specify agency | cated Else | ewhere? |
| Gateway Bldg - 2nd Floor | | | X Yes □ | No | Dept Admin & Human Resources |
| 15. Access Restrictions | Yes | X No | 16. Audit Requirements | - | |
| (If Yes, cite Law(s) & Regulations) | | | X None □ St | tate | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain t | briefly an | nd describe any | 18. Recommended Retention | on | |
| hardware/software | | | 1 Year | | |
| □ Yes X No | | | | | |
| | | | | • | |
| · | | | l | | |
| 19. Name and Title of Preparer | | 20. Telephone Number | | 21. Da | ite |
| Phyllis Braxton, Secretary | | 410-313-6410 | | | uly 30, 1998 |
| Office on Aging | | | | | |

| Instructions - Type or Print a separate form for each new or revised record | RECOR | DS MANAGE | ENERAL SERVICES EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|--|------------------|--|---|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | | PAGE 12_ OF 26_ |
| Department/Agency | 2. Division | | | 3. Unit |
| Dept of Citizen Services | Office On Agi | ng | | |
| DEFINITION - RECORDS SERIES - A gro | up of related records | normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year |
| Personnel | | | | <u>96</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe | the type of information | n/documents/forr | ms found in the series. Includ | le the purpose or function of series. |
| 1.44 Employment | | | | |
| | | | | |
| | | | | |
| | ··· | | | |
| 7. Record Series (Format(s) | 8. Record Series Se | quence | | 9. Volume X File Drawer(s) |
| X Letter Size | X Alphabetica | l | | ☐ Microfilm Reel(s) 1 ☐ Computer Tape(s) |
| X Legal Size □ Computer Tape | □ Numerical | | | Number Computer Tape(s) Other (specify) |
| □ Bound Book □ Floppy Disk | ☐ Chronologic | al | | Number |
| □ Audio Tape □ Video Tape | . □ Geographica | ıl | | 10. Annual Accumulation |
| □ other (specify) | □ Other (speci | fy) | | ☐ File Drawer(s)☐ Microfilm Reel(s) |
| | | | | ☐ Computer Tape(s) ☐ Other (specify) |
| | | | | Number Sound (speeny) |
| 11. File is Used | | | 12. File Becomes Inactive | After |
| □ Daily X Weekly □ | Monthly | | | □ Month(s) X Year(s) |
| | | <u>.</u> | Number | |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplic (If yes, specify agency | cated Elsewhere? or office) |
| Gateway Bldg - 2nd Floor | | | X Yes □ | No Dept Admin & Human Resources |
| | Yes X No | | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | | X None □ Si | tate |
| 17 Is an Index System Lised? (If Ves. explain | briefly and describe a | | 18. Recommended Retenti | on |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | | 2 Years | |
| □ Yes X No | | | 2 10010 | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20 Telepl | none Number | | 21. Date |
| Phyllis Braxton, Secretary | | 313-6410 | | July 30, 1998 |
| Office on Aging | 410- | | | July 20, 2770 |

| F | | | - | |
|---|--|---|---|--|
| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF G RECORDS MANAG 7275 WATER | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
| Schedule (DGS-550-1) | P.O. BC JESSUP, MAR | X 275 | PAGE <u>/3</u> OF <u>26</u> | |
| Department/Agency | 2. Division | | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| DEFINITION - RECORDS SERIES - A gro | l oup of related records normally filed | l and used as a unit for refere | ence as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Personnel | | | <u>77</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/for | rms found in the series. Includ | e the purpose or function of series. | |
| 1.61 Leave Records | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume X File Drawer(s) | |
| X Letter Size | X Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | | |
| ☐ Audio Tape ☐ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| □ other (specify) | ☐ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number Other (specify) | |
| L | <u> </u> | | | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| □ Daily X Weekly □ | Monthly | 1 □ Month(s) X Year(s) | | |
| 13. Current Location(s) (Bld, Floor, | , Room) | 14. Is Record Series Duplic (If yes, specify agency | cated Elsewhere? | |
| Gateway Bldg - 2nd Floor | | | No . | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | 103 1110 | X None □ St | ate □ Federal □ Independent | |
| 12 1 1 1 0 1 11 10 (161) | 1 : 0 . 1 . 1 | 10.0 | - | |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly and describe any | 18. Recommended Retention 1 Year After Employment Ends | | |
| □ Yes X No | | 1 Teat Atter Emp | ioyment Enus | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary | 410-313-6410 | | July 30, 1998 | |
| Office on Aging | | | | |

| 1 | ** | | - | |
|---|---------------------------------------|---|---|--|
| Instructions - Type or Print a separate form for each new or revised record | DEPARTMENT OF GI RECORDS MANAGI | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATER P.O. BO JESSUP, MARY | PAGE 14 OF 26 | | |
| 1. Department/Agency | 2. Division | <u> </u> | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| | | | | |
| DEFINITION - RECORDS SERIES - A group | p of related records normally filed | and used as a unit for refere | ence as well as retention and disposition purposes. | |
| 4. Record Series Title Personnel | | | 5. Earliest Year/Latest Year | |
| 1 ci sonici | | | <u>90</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe th | e type of information/documents/for | ms found in the series. Includ- | e the purpose or function of series. | |
| 1.71 Accident/Incident Repo | rts | | | |
| _ | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| □ Letter Size □ Microfilm | | | X File Drawer(s) □ Microfilm Reel(s) | |
| X Legal Size | □ Alphabetical | | 1/2 □ Computer Tape(s) □ Other (specify) | |
| | □ Numerical | | Number | |
| ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape | X Chronological | | 10. Annual Accumulation | |
| □ other (specify) | ☐ Geographical ☐ Other (specify) | | ☐ File Drawer(s) | |
| = omer (speerly) | □ Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | ☐ Other (specify) ☐ Number | |
| | | 1 | | |
| 11. File is Used | | 12. File Becomes Inactive | | |
| □ Daily X Weekly □ | Monthly . | Number | 1 Month(s) X Year(s) | |
| 13. Current Location(s) (Bld, Floor, R | oom) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | X Yes | No Risk Management | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | X None □ St | ate □ Federal □ Independent | |
| | | 110 0 110 1 | | |
| 17. Is an Index System Used? (If Yes, explain by hardware/software | rierly and describe any | 18. Recommended Retention 1 Year | on . | |
| □ Yes X No | | 1 Year | · | |
| | | | • | |
| | | | | |
| | T | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | | July 30, 1998 | |

| | | · | | |
|--|---|---|---|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GI RECORDS MANAG 7275 WATER | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
| Schedule (DGS-550-1) | P.O. BO JESSUP, MARY | PAGE 15 OF 26 | | |
| 1. Department/Agency 2 | 2. Division | - | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| DEFINITION DECORDS SERVES A GROUP | of valated vacands narmally filed | l and used as a unit for refer | ence as well as retention and disposition purposes. | |
| | of related records normany med | and used as a unit for reserv | | |
| 4. Record Series Title Personnel | • | | 5. Earliest Year/Latest Year | |
| | | | | |
| 6. Record Series Description (Briefly describe the | e type of information/documents/for | rms found in the series. Includ | e the purpose or function of series. | |
| 1.74 Personnel Requisitions | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | B. Record Series Sequence | | 9. Volume | |
| X Letter Size □ Microfilm | D Al-b-b-si! | | X File Drawer(s) □ Microfilm Reel(s) | |
| □ Legal Size □ Computer Tape | □ Alphabetical | | 1/4 □ Computer Tape(s) □ Other (specify) | |
| □ Bound Book □ Floppy Disk | □ Numerical | | Number | |
| ☐ Audio Tape ☐ Video Tape | X Chronological | | 10. Annual Accumulation | |
| □ other (specify) | ☐ Geographical | | ☐ File Drawer(s) | |
| d other (specify) | □ Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number Computer Tape(s) | |
| | | | Transcr | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| □ Daily X Weekly □ | Monthly | Number C | Month(s) X Year(s) | |
| 13. Current Location(s) (Bld, Floor, Ro | oom) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | X Yes | No Dept Admin & Human Resources | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | X None □ St | ate □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain br | iefly and describe any | 18. Recommended Retention | on | |
| hardware/software | | 5 Years | | |
| □ Yes X No | | | | |
| | | | | |
| | | <u></u> | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary | 410-313-6410 | | July 30, 1998 | |
| Office on Aging | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GI RECORDS MANAG 7275 WATER P.O. BO JESSUP, MARY | EMENT DIVISION LOO ROAD IX 275 | AGENCY RECORDS INVENTORY PAGE 16 OF 26 |
|--|--|---|--|
| Department/Agency Dept of Citizen Services | 2. Division Office On Aging | 3. Unit | |
| DEFINITION - RECORDS SERIES - A gro | oup of related records normally filed | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Budget | | | 5. Earliest Year/Latest Year |
| Record Series Description (Briefly describe 2.01 Annual Budget | the type of information/documents/for | ms found in the series. Include the | e purpose or function of series. |
| 7. Record Series (Format(s) □ Letter Size □ Microfilm □ Legal Size □ Computer Tape X Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ other (specify) | 8. Record Series Sequence Alphabetical Numerical X Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) Book Case |
| 11. File is Used | | 12. File Becomes Inactive Afte | |
| □ Daily X Weekly □ | Monthly | _ | onth(s) X Year(s) |
| 13. Current Location(s) (Bld, Floor, Gateway Bldg - 2nd Floor | Room) | 14. Is Record Series Duplicated (If yes, specify agency or of X Yes | ffice) |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes X No | 16. Audit Requirements X None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software ☐ Yes X No . | | 18. Recommended Retention 5 Years | |
| 19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging | 20. Telephone Number 410-313-6410 | . 21 | . Date July 30, 1998 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF G RECORDS MANAG 7275 WATER P.O. BO | EMENT DIVISION LOO ROAD | AGENCY RECORDS INVENTORY PAGE 17 OF 26 | |
|---|---|---|---|--|
| Schedule (DGS-550-1) | JESSUP, MAR | | | |
| Department/Agency | 2. Division | | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| DEFINITION - RECORDS SERIES - A grou | up of related records normally filed | d and used as a unit for refere | ence as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Financial Reports | | | <u>90</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe t | the type of information/documents/fo | rms found in the series. Includ | e the purpose or function of series. | |
| 2.04 Cash Receipt Journals | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| X Letter Size □ Microfilm | | | X File Drawer(s) □ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Alphabetical | | 1/4 □ Computer Tape(s) □ Other (specify) | |
| □ Bound Book □ Floppy Disk | □ Numerical | | Number | |
| ☐ Audio Tape ☐ Video Tape | X Chronological | | 10. Annual Accumulation | |
| · | □ Geographical | ☐ File Drawer(s) | | |
| □ other (specify) | ☐ Other (specify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | |
| | | | Number Other (specify) | |
| | | | Number | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| X Daily Weekly | Monthly | Number ☐ Month(s) X Year(s) | | |
| 13. Current Location(s) (Bld, Floor, I | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | X Yes | | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | X None □ St | ate | |
| | | | | |
| 17. Is an Index System Used? (If Yes, explain lardware/software | briefly and describe any | 18. Recommended Retention | on . | |
| □ Yes X No | • | 3 Years | | |
| | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | : | July 30, 1998 | |
| Office on Aging | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | EMENT DIVISION LOO ROAD | AGENCY RECORDS INVENTORY | |
|--|---|---------------------------|---|---|--|
| Schedule (DGS-550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | | PAGE _ 18 _ OF 26 _ | |
| Department/Agency | 2. Division | n | · · · · · · · · · · · · · · · · · · · | 3. Unit | |
| Dept of Citizen Services | Office | On Aging | | | |
| DEFINITION - RECORDS SERIES - A group | up of related | d records normally filed | and used as a unit for refere | ence as well as retention and disposition purposes. | |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year | |
| Finanical Reports | | | | <u>90</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe t | the type of in | nformation/documents/form | ms found in the series. Includ- | e the purpose or function of series. | |
| 2.05 Periodic Financial Rep | orts | | | | |
| 6 | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Record | Series Sequence | | 9. Volume | |
| X Letter Size □ Microfilm | | - | | X File Drawer(s) □ Microfilm Reel(s) | |
| ☐ Legal Size ☐ Computer Tape | | lphabetical imerical | | 1/2 □ Computer Tape(s) □ Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | | ronological | | Number | |
| □ Audio Tape □ Video Tape | | eographical | | 10. Annual Accumulation | |
| □ other (specify) | □ Oti | her (specify) | • | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| | □ Computer Ta | | | | |
| | | | | Number | |
| 11. File is Used | | | 12. File Becomes Inactive | After | |
| X Daily 🗆 Weekly 🗆 | Monthly | | -3 □ Month(s) X Year(s) | | |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | | X Yes No Senior Centers | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes | X No | 16. Audit Requirements | | |
| (II Tes, cite Law(s) & Regulations) | | | X None □ St | ate | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | | 18. Recommended Retention | | |
| hardware/software □ Yes X No | | | 3 Years | | |
| · | | | | | |
| • | | | | | |
| 19. Name and Title of Preparer | 2 | 0. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary | ا ا | 410-313-6410 | | July 30, 1998 | |
| Office on Aging | | | | - . | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF G RECORDS MANAG 7275 WATER | EMENT DIVISION LOO ROAD | AGENCY RECORDS INVENTORY |
|--|--|------------------------------------|---|
| Schedule (DGS-550-1) | P.O. BO JESSUP, MAR | | PAGE 19 OF 24 |
| Department/Agency | 2. Division | | 3. Unit |
| Dept of Citizen Services | Office On Aging | | |
| DEFINITION - RECORDS SERIES - A grou | ip of related records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Financial Reports | | | <u>90</u> To <u>98</u> |
| 6. Record Series Description (Briefly describe t | he type of information/documents/for | rms found in the series. Includ | e the purpose or function of series. |
| 2.17 Travel Expense Record | is | | |
| | | | |
| | | | |
| | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume X File Drawer(s) |
| X Letter Size □ Microfilm | X Alphabetical | | ☐ Microfilm Reel(s) 1/4 ☐ Computer Tape(s) |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| □ other (specify) | Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | ☐ Computer Tape(s)☐ Other (specify) |
| | | | Number |
| 11. File is Used | | 12. File Becomes Inactive | After |
| X Daily Weekly | Monthly | | Month(s) X Year(s) |
| 13. Current Location(s) (Bld, Floor, I | Room) | 14. Is Record Series Duplic | cated Elsewhere? |
| Gateway Bldg - 2nd Floor | | (If yes, specify agency of X Yes □ | No Finance |
| No. Access Provinciana | Yes X No | 16. Audit Requirements | Timules |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes X No | X None St | ate □ Federal □ Independent |
| | | 7 Trone 5 d | and I redefin I macpondent |
| 17. Is an Index System Used? (If Yes, explain thardware/software | oriefly and describe any | 18. Recommended Retention | on |
| □ Yes X No | | 2 Years | |
| | | | |
| | | | |
| Γ | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | | July 30, 1998 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GI RECORDS MANAG 7275 WATER | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|---|---|--|--|
| Schedule (DGS-550-1) | P.O. BO JESSUP, MARY | X 275 | PAGE <u>20</u> OF <u>2.6</u> | |
| 1. Department/Agency 2 | 2. Division | | 3. Unit | |
| Dept of Citizen Services | Office On Aging | <u> </u> | | |
| DEFINITION - RECORDS SERIES - A group | of related records normally filed | and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Grants | | | <u>90</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe the | e type of information/documents/for | ms found in the series. Includ | e the purpose or function of series. | |
| 2.19 Grant Reports | | | | |
| • | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | 3. Record Series Sequence | | 9. Volume | |
| X Letter Size ☐ Microfilm | X Alphabetical | | X File Drawer(s) Microfilm Reel(s) 1/4 Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number Computer Tape(s) | |
| □ Bound Book □ Floppy Disk | □ Chronological | | TAINOUT. | |
| □ Audio Tape □ Viđeo Tape | □ Geographical | | 10. Annual Accumulation | |
| □ other (specify) | □ Other (specify) | • | ☐ File Drawer(s)☐ Microfilm Reel(s) | |
| | | | ☐ Computer Tape(s) ☐ Other (specify) | |
| | | | Number | |
| 11. File is Used | | 12. File Becomes Inactive | After | |
| □ Daily □ Weekly X 1 | Monthly | <u>6</u> Number | Month(s) X Year(s) | |
| 13. Current Location(s) (Bld, Floor, Ro | oom) . | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | | No State | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | . | X None □ St | ate □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any | | 18. Recommended Retention | | |
| hardware/software ☐ Yes X No | | 6 Years | | |
| D 165 A 100 | | | | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | | July 30, 1998 | |

| | | OF GENERAL SERVICES | AGENCY RECORDS INVENTORY | | |
|---|-------------------------------|---|---|--|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 W. P. | ATERLOO ROAD O. BOX 275 MARYLAND 20794 | PAGE 2 / OF 2 6 | | |
| Department/Agency | 2. Division | | 3. Unit | | |
| Dept of Citizen Services | Office On Aging | | · | | |
| | | | | | |
| DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purpose | | | | | |
| 4. Record Series Title Grants | | | 5. Earliest Year/Latest Year | | |
| | | | | | |
| Record Series Description (Briefly describe t | he type of information/docume | ents/forms found in the series. Include | le the purpose or function of series. | | |
| 2.21 Grant-In-Aid | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume X File Drawer(s) | | |
| X Letter Size ☐ Microfilm | X Alphabetical | | ☐ Microfilm Reel(s) 1/4 ☐ Computer Tape(s) | | |
| □ Legal Size □ Computer Tape | □ Numerical | | ☐ Other (specify) | | |
| □ Bound Book □ Floppy Disk | □ Chronological | | | | |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation | | |
| □ other (specify) | □ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | | |
| | | <u> </u> | ☐ Computer Tape(s)☐ Other (specify) | | |
| | | | Number | | |
| 11. File is Used | | 12. File Becomes Inactive | After | | |
| □ Daily □ Weekly X | Monthly | -6 Number | □ Month(s) X Year(s) | | |
| 13. Current Location(s) (Bld, Floor, I | Room) | 14. Is Record Series Dupli (If yes, specify agency | cated Elsewhere? | | |
| Gateway Bldg - 2nd Floor | | | No State | | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | | |
| (If Yes, cite Law(s) & Regulations) | 7 TO | X None □ S | tate □ Federal □ Independent | | |
| | | | | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retenti | on | | |
| □ Yes X No | | 6 Years | | | |
| | | | | | |
| | | | | | |
| | <u> </u> | | | | |
| 19. Name and Title of Preparer | 20. Telephone Nur | | 21. Date | | |
| Phyllis Braxton, Secretary Office on Aging | 410-313-641 | 10 | July 30, 1998 | | |

| Instructions - Type or Print a concepts | DEPARTMENT OF G | ENEDAL SEDVICES | AGENCY RECORDS INVENTORY | |
|--|---------------------------------------|---|---|--|
| Instructions - Type or Print a separate form for each new or revised record | RECORDS MANAG | EMENT DIVISION | AGENC I RECORDS INVENTORY | |
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 | | PAGE 22 OF 2.6 | |
| , , | JESSUP, MAR | | | |
| Department/Agency | 2. Division | | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| DEFINITION - RECORDS SERIES - A gro | up of related records normally filed | l and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title 5. Earliest Year/Latest Year | | | | |
| Boards & Commis | ssions | | 90 To98 | |
| 6. Record Series Description (Briefly describe | the type of information/documents/for | rms found in the series. Includ | | |
| 3.01 Decisions & Orders | | | - ma panpasa sa sanasan sa sanasa | |
| 5.01 Decisions & Orders | | | | |
| | | | | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| | o. Record Series Sequence | | ☐ File Drawer(s)☐ Microfilm Reel(s) | |
| X Letter Size | ☐ Alphabetical | | ☐ Computer Tape(s) X Other (specify) | |
| □ Legal Size □ Computer Tape | □ Numerical | | Number Binder | |
| □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape | □ Chronological | | 10. Annual Accumulation | |
| ☐ other (specify) | ☐ Geographical | | ☐ File Drawer(s) | |
| - outer (speetry) | X Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number Other (specify) | |
| | | 12 51 5 | | |
| 11. File is Used □ Daily □ Weekly X | Monthly | 12. File Becomes Inactive | | |
| - Daily - Weekly A | · · · · | Number | Month(s) X Year(s) | |
| 13. Current Location(s) (Bld, Floor, | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | X Yes | | |
| | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | ·- | X None □ St | ate □ Federal □ Independent | |
| · | | 10.0 | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | | |
| □ Yes X No | | 1 Year | | |
| | | | | |
| | | | | |
| 10 Name and Title of Property | 20 Telephone Number | | 21 Data | |
| 19. Name and Title of Preparer Phyllis Braxton, Secretary | 20. Telephone Number 410-313-6410 | | 21. Date July 30, 1998 | |
| Office on Aging | 710-313-0410 | | July 30, 1770 | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF G RECORDS MANAG 7275 WATER P.O. BO | EMENT DIVISION LOO ROAD OX 275 | AGENCY RECORDS INVENTORY PAGE 23 OF 26 | |
|---|--|--|--|--|
| Department/Agency Dept of Citizen Services | JESSUP, MAR 2. Division Office On Aging | YLAND 20794 | 3. Unit | |
| DEFINITION - RECORDS SERIES - A gro | up of related records normally files | and used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title Purchasing | ap of remieu records normany mee | and used as a unit for refer | 5. Earliest Year/Latest Year 90 To98 | |
| 6. Record Series Description (Briefly describe 4.19 Purchase Requisitions | | rms found in the series. Includ | le the purpose or function of series. | |
| 7. Record Series (Format(s) X Letter Size | 8. Record Series Sequence X Alphabetical Numerical Chronological Geographical Other (specify) | , | 9. Volume X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Binder 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Other (specify) | |
| 11. File is Used □ Daily □ Weekly X | Monthly | 12. File Becomes Inactive 2. 2 Number | After ☐ Month(s) X Year(s) | |
| 13. Current Location(s) (Bld, Floor, Gateway Bldg - 2nd Floor | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) X Yes | | |
| 15. Access Restrictions | | 16. Audit Requirements X None □ St | ate □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software □ Yes X No | | 18. Recommended Retention 2 Years | on | |
| 19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging | 20. Telephone Number 410-313-6410 | - | 21. Date July 30, 1998 | |

| Instructions - Type or Print a separate form for each new or revised record | | DEPARTMENT OF GI | | | AGENCY RECORDS INVENTORY | |
|---|--|-----------------------------------|---|-----------|--|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | | | PAGE 2 | |
| Department/Agency | 2. Divi | sion | | | 3. Unit | |
| Dept of Citizen Services | Offi | ice On Aging | | | | |
| | | | | | | |
| DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | | | | | |
| 4. Record Series Title Purchasing | | | | | 5. Earliest Year/Latest Year | |
| | | | | ļ | | |
| 6. Record Series Description (Briefly describe | the type o | of information/documents/for | ms found in the series. Include | le the pu | rpose or function of series. | |
| 4.20 Purchase Orders | | | | | | |
| | | | | | | |
| | | | | | | |
| 7. Record Series (Format(s) | 8. Reco | ord Series Sequence | | | 9. Volume X File Drawer(s) | |
| X Letter Size ☐ Microfilm | l x | Alphabetical | | | ☐ Microfilm Reel(s) 1/2 ☐ Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | l . | Numerical | | | Number Computer Tape(s) Other (specify) Binder | |
| ☐ Bound Book ☐ Floppy Disk | | Chronological | | | | |
| □ Audio Tape □ Video Tape | | Geographical | | } | 10. Annual Accumulation | |
| □ other (specify) | | Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| · · · | | | | 1 | ☐ Computer Tape(s) ☐ Other (specify) | |
| | <u></u> | | | | Number | |
| 11. File is Used | | | 12. File Becomes Inactive | After | | |
| □ Daily □ Weekly X | Monthl | y | | □ Month | n(s) X Year(s) | |
| | _ | | Number | | | |
| 13. Current Location(s) (Bld, Floor, | Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | | |
| Gateway Bldg - 2nd Floor | | | X Yes No Purchasing | | | |
| 15. Access Restrictions | Yes | X No | 16. Audit Requirements | | | |
| (If Yes, cite Law(s) & Regulations) | | | X None □ State □ Federal □ Independent | | | |
| 17. Is an Index System Used? (If Yes, explain | hriefly an | d describe any | 18 Decommonded Petention | | | |
| hardware/software | oricity an | d describe any | 18. Recommended Retention 2 Years | | | |
| □ Yes X No | | 1 | | | | |
| | | | | | | |
| | | · | | | | |
| 10. Name and Title of Decrees | | 20 Tolophora Number | | 21. D | | |
| 19. Name and Title of Preparer Phyllis Braxton, Secretary | | 20. Telephone Number 410-313-6410 | | | ate (uly 30, 1998 | |
| Office on Aging | | 710-313-0410 | | | uij 50, 1770 | |

| | | | | | |
|---|--------------------------------------|---|---|--|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GE RECORDS MANAGE | | EMENT DIVISION | AGENCY RECORDS INVENTORY | | |
| Schedule (DGS-550-1) | P.O. BO JESSUP, MAR | OX 275 | PAGE 25 OF 26 | | |
| Department/Agency | 2. Division | | 3. Unit | | |
| Dept of Citizen Services | Office On Aging | | | | |
| DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purpose | | | | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | |
| Purchasing | | | | | |
| 6. Record Series Description (Briefly describe | the type of information/documents/fo | rms found in the series. Include | e the purpose or function of series. | | |
| 4.21 Minor Purchase Orde | ers | | | | |
| | | | | | |
| , | | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | | |
| X Letter Size ☐ Microfilm | X Alphabetical | | X File Drawer(s) □ Microfilm Reel(s) 1/2 □ Computer Tape(s) | | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Other (specify) Number Binder | | |
| □ Bound Book □ Floppy Disk | ☐ Chronological | | | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation | | |
| □ other (specify) | ☐ Other (specify) | | ☐ File Drawer(s)☐ Microfilm Reel(s) | | |
| | | | ☐ Computer Tape(s) ☐ Other (specify) | | |
| | | | Number | | |
| 11. File is Used | | 12. File Becomes Inactive A | After | | |
| □ Daily □ Weekly X | Monthly | 2 □ Month(s) X Year(s) | | | |
| 13. Current Location(s) (Bld, Floor, | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | | |
| Gateway Bldg - 2nd Floor | | X Yes 🗆 | No Purchasing | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes X No | 16. Audit Requirements | | | |
| (II Tes, the Law(s) & Regulations) | | X None □ Sta | ate | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | n . | | |
| □ Yes X No | | 2 Years | | | |
| · | | | | | |
| | | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | | |
| Phyllis Braxton, Secretary | 410-313-6410 | | July 30, 1998 | | |
| Office on Aging | | | | | |

| | | | | |
|--|---------------------------------------|---|--|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL | | EMENT DIVISION | AGENCY RECORDS INVENTORY | |
| Schedule (DGS-550-1) | 7275 WATER P.O. BO JESSUP, MARY | X 275 | PAGE 26 OF 26 | |
| 1. Department/Agency | 2. Division | —————————————————————————————————————— | 3. Unit | |
| Dept of Citizen Services | Office On Aging | | | |
| DEFINITION - RECORDS SERIES - A gro | up of related records normally filed | and used as a unit for refere | nce as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Purchasing | | | <u>90</u> To <u>98</u> | |
| 6. Record Series Description (Briefly describe | the type of information/documents/for | rms found in the series. Include | e the purpose or function of series. | |
| 4.25 Purchasing Contracts | | | • | |
| | | | | |
| | | | i | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume X File Drawer(s) | |
| X Letter Size ☐ Microfilm | X Alphabetical | | ☐ Microfilm Reel(s) 1/2 ☐ Computer Tape(s) | |
| ☐ Legal Size ☐ Computer Tape | □ Numerical | | Number □ Other (specify) Number □ Binder | |
| □ Bound Book □ Floppy Disk | □ Chronological | | - 1.0 | |
| □ Audio Tape □ Video Tape | □ Geographical | • | 10. Annual Accumulation | |
| □ other (specify) | ☐ Other (specify) | | □ File Drawer(s) □ Microfilm Reel(s) | |
| | | | ☐ Computer Tape(s) ☐ Other (specify) | |
| 4.5 - W | | | Number Summer (Specify) | |
| 11. File is Used | · | 12. File Becomes Inactive A | After | |
| □ Daily □ Weekly X | Monthly | 1 | Month(s) X Year(s) | |
| | · | Number | | |
| 13. Current Location(s) (Bld, Floor, | Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | | |
| Gateway Bldg - 2nd Floor | | X Yes □ No Purchasing | | |
| 15. Access Restrictions | Yes X No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | X None □ Sta | ate □ Federal □ Independent | |
| <u> </u> | | | | |
| 17. Is an Index System Used? (If Yes, explain hardware/software | briefly and describe any | 18. Recommended Retention | | |
| □ Yes X No | | 1 Year End of Con | tract | |
| | | | | |
| | | | | |
| | | · · · · · · · · · · · · · · · · · · · | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| Phyllis Braxton, Secretary Office on Aging | 410-313-6410 | | July 30, 1998 | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI P.O. BO JESSUP, MARY | AGENCY RECORDS INVENTORY PAGE OF OF (6 | | |
|---|--|--|--|--|
| 1. Department/Agency | 2. Division | area n t | 3. Unit | |
| CITIZEN SErvicES | OFFICE OF CONSUME | R AFFAIRS | | |
| DEFINITION - RECORDS SERIES - A gro | l oup of related records normally filed | d and used as a unit for refere | ence as well as retention and disposition | |
| | ND Program DEUELO | PMENT | 5. Earliest Year/Latest Year | |
| | | • | 1988 to 1996 | |
| • | | | de the purpose or function of series. R PROJECT DEGIÉNES | |
| By THE OFFICE. | | | | |
| | , | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| □ Letter Size □ Microfilm | ♣ Alphabetical ♣ Continuous properties and the continuous properties are continuous properties. ♣ Continuous properties are continuous properties are continuous properties. ♣ Continuous properties are continuous properties are continuous properties are continuous properties. ♣ Continuous properties are continuous properties are continuous properties are continuous properties are continuous properties. ♣ Continuous properties are continuous p | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| ■ Legal Size □ Computer Tape | □ Numerical | ! | Number Other (specify) | |
| ☐ Bound Book ☐ Floppy Disk | ☐ Chronological | | 10.4.14.14 | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation File Drawer(s) | |
| □ Other (specify) ———— | Other (specify) | | Number Microfilm Reel(s) Computer Tape(s) Other (specify) | |
| 11. File is Used | | 12. File Becomes Inactive A | After | |
| th Daily □ Weekly | □ Monthly | Number . | □ Month(s) | |
| 13. Current Location(s) (Bld, Floor | | 14. Is Record Series Duplica (If yes, specify agency of | ated Elsewhere? or office) | |
| GATEWAY 2ND FLA. OC | CP · | □ Yes ■ 1 | , | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | □ Yes # No | 16. Audit Requirements | te □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain | n briefly and describe any | 18. Recommended Retention | n | |
| hardware/software ☐ Yes ■ No | | 2 YEARS | | |
| | | | | |
| | · · · · · · · · · · · · · · · · · · · | | | |
| 19. Name and Title of Preparer / | 20. Telephone Number | | 21. Date | |
| 10 1/ | Imen 410-313-6 8: | | 5/27/98 | |

f:\data\admin\files - invent.frm

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GI RECORDS MANAGI 7275 WATER P.O. BO JESSUP, MARY | EMENT DIVISION LOO ROAD X 275 | AGENCY RECORDS INVENTORY PAGE OF/6 | |
|---|---|--|--|--|
| 1. Department/Agency | 2. Division | | 3. Unit | |
| DEFINITION - RECORDS SERIES - A gro purposes. | oup of related records normally file | d and used as a unit for refere | nce as well as retention and disposition | |
| 4. Record Series Title MISCELLA | INEOUS WOIKING F | ives | 5. Earliest Year/Latest Year | |
| 0 | | | 19 <u>88</u> to <u>1996</u> | |
| 6. Record Series Description (Briefly describe | e the type of information/documents/i | forms found in the series. Inclu | de the purpose or function of series. | |
| HOOK THE CUOSKS EDUCA | ATION PROSECT | • | · | |
| QUESTIONS ON Propos | ED LEGISCATION | | | |
| PROTECTS FOR TOTAL QUE | SUTY PUBLIC SERVICE | | | |
| 7,00% 0,13 | , | | | |
| | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume ☐ File Drawer(s) | |
| ☐ Letter Size ☐ Microfilm | Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| ■ Legal Size □ Computer Tape | □ Numerical | ţ. | Number □ Other (specify) | |
| □ Bound Book □ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| □ Other (specify) | □ Other (specify) | | ☐ File Drawer(s) | |
| | `` " | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | | | Number | |
| | | 1 | | |
| 11. File is Used | | 12. File Becomes Inactive A | fter | |
| □ Daily □ Weekly | ■ Monthly | Number Month(s) \(\sigma\) Year(s) | | |
| 13. Current Location(s) (Bld, Floor | r, Room) | 14. Is Record Series Duplicated Elsewhere? | | |
| CATEWAY 2 NDFCV OCA | | (If yes, specify agency or office) | | |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | · | □ Yes | 40 | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | D Yes W No | 16. Audit Requirements | | |
| (in 100, one sun(o) to regulations) | | None □ State | e □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | n · | |
| □ Yes 65 No | | 110 | | |
| | | 1 YEA | r | |
| | | | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date | |
| 100, 21/ | | | | |
| Ite shen Thannen Olm | en 40-313-6420 | 5 | 5/27/98 | |

f:\data\admin\files - invent.frm

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GI RECORDS MANAGI 7275 WATER P.O. BO JESSUP, MARY | EMENT DIVISION LOO ROAD IX 275 | AGENCY RECORDS INVENTORY PAGE OF |
|---|--|---|--|
| 1. Department/Agency C1717EN SEVUICES | 2. Division OFFICE OF CONSUME | R AFFAIRS | 3. Unit |
| DEFINITION - RECORDS SERIES - A grepurposes. | oup of related records normally file | d and used as a unit for refer | ence as well as retention and disposition |
| 4. Record Series Title ADMINIS 6. Record Series Description (Briefly describ INCOMINE MISC, CET INTERNAL MEMO'S CONSUMER PROTECTION TYES PASS TOW CETTER | e the type of information/documents/iTERS | rions | 5. Earliest Year/Latest Year 1988 to 1996 ude the purpose or function of series. |
| 7. Record Series (Format(s) Letter Size | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used Q Daily □ Weekly | □ Monthly | 12. File Becomes Inactive | After : □ Month(s) □ Year(s) |
| 13. Current Location(s) (Bld, Floor | r, Room) | 14. Is Record Series Duplic (If yes, specify agency | or office) |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | Yes ♥No | 16. Audit Requirements ■None □ Sta | ate □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explai hardware/software ☐ Yes ♠ No | n briefly and describe any | 18. Recommended Retention | on |
| 19. Name and Title of Preparer | 20. Telephone Number | 791 | 21. Date 5/27/98 |

| <u>Instructions</u> - Type or Print a separate form for each new or revised record | DEPARTMENT OF GE RECORDS MANAGE | EMENT DIVISION | AGENCY RECORDS INVENTORY |
|--|---|---|--|
| series, forward with Retention Schedule (DGS-550-1) | 7275 WATERI P.O. BO JESSUP, MARY | X 275 | PAGE OF |
| 1. Department/Agency | 2. Division | | 3. Unit |
| CITIZEN SEPULCES | OFFICE OF CONSUMER | AFFRIRS | |
| DEFINITION - RECORDS SERIES - A gre | oup of related records normally filed | l and used as a unit for reference | e as well as retention and disposition |
| 4. Record Series Title TVANSIT | ory | ··································· | 5. Earliest Year/Latest Year |
| (| | | 1988 to 1996 |
| 6. Record Series Description (Briefly describ | e the type of information/documents/fe | orms found in the series. Include | |
| INCOMINA + 007 600 | | | • • |
| | | | |
| | | | |
| | | | i |
| | · | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume □ File Drawer(s) |
| ☐ Letter Size ☐ Microfilm | Alphabetical | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| Legal Size □ Computer Tape | □ Numerical | 1 | Number □ Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | ☐ Computer Tape(s)☐ Other (specify) |
| L | | | Number |
| 11. File is Used | | 12. File Becomes Inactive Afte | : |
| ■ Daily □ Weekly | □ Monthly | | Month(s) □ Year(s) |
| 12 Owner Leasting (a) MId Was | - D | Number | I.T |
| 13. Current Location(s) (Bld, Floo | • | 14. Is Record Series Duplicated (If yes, specify agency or o | ffice) |
| CATEWRY 2 PD FOR C |) (M | □ Yes 🔎 No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | □ Yes @ No | 16. Audit Requirements | |
| (If 165, the Law(5) & Regulations) | | ₩ None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explai | n briefly and describe any | 18. Recommended Retention | |
| hardware/software | • | | |
| □ Yes #No | | lyear | |
| | | 1 7 7 7 | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21 | Date |
| | | | (177/90) |
| Stephen Honner adm | in 410-313-68 | 20 | 1-1/18 |
| | | | |

| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI P.O. BO | EMENT DIVISION LOO ROAD X 275 | AGENCY RECORDS INVENTORY PAGE OF |
|--|--|-------------------------------------|--|
| | JESSUP, MARY | LAND 20794 | |
| 1. Department/Agency | 2. Division | • | 3. Unit |
| RITIZEN SERVICES | OFFICE OF CONSUM | IER AFFAIRS | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally filed | d and used as a unit for reference | as well as retention and disposition |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| 4. Record Series Title PROCEDURAL FILES | | | 1988 to 1996 |
| 6. Record Series Description (Briefly describ CONSUMER AFFAIRS ANNUAL REPOYTS | · - | | the purpose or function of series. |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| □ Letter Size □ Microfilm | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| © Legal Size □ Computer Tape | Alphabetical | | ☐ Computer Tape(s) ☐ Other (specify) |
| □ Bound Book □ Floppy Disk | □ Numerical | | Number |
| □ Audio Tape □ Video Tape | □ Chronological | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Geographical | | ☐ File Drawer(s) |
| | Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) |
| 11. File is Used | . | 12. File Becomes Inactive Afte | r ; |
| □ Daily □ Weekly | □ Monthly | Number D | Month(s) |
| 13. Current Location(s) (Bld, Floo | r, Room) | 14. Is Record Series Duplicated | 1 Elsewhere? |
| CATEWAY 2ND FLY OC, | 4 | (If yes, specify agency or o | ince) |
| 15. Access Restrictions | □ Yes ®No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | ☐ None ☐ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software | in briefly and describe any | 18. Recommended Retention | |
| □ Yes 🖲 No | | 2 yrs | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number 410-313-4 | | . Date 5/27/95 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL | MENT DIVISION .OO ROAD | AGENCY RECORDS INVENTORY PAGE OF |
|---|---|---|--|
| Schedule (DGS-550-1) | P.O. BOX JESSUP, MARYI | | PAGE 6 OF 16 |
| 1. Department/Agency | 2. Division | | 3. Unit |
| CITIZEN SERVICES | OFFICE OF CONSUMIE | R AFFAIRS | |
| DEFINITION - RECORDS SERIES - A gropurposes. | up of related records normally filed | and used as a unit for reference | e as well as retention and disposition |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| · PUBLICATIONS | | | 1988 to 1996 |
| 6. Record Series Description (Briefly describe OFFICE PAMPITUET SENIOR SCAMS PHEW HOME WAVVAN ALTERNATIVE ENERG | HOME IMPROVEM | | the purpose or function of series. |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| | Alphabetical | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ☐ Legal Size ☐ Computer Tape | Alphabetical Numerical | | Computer Tape(s) Other (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | Number |
| □ Audio Tape □ Video Tape | □ Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Other (specify) | | ☐ File Drawer(s) |
| | - Cause (opcosity) | • | ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| | · | | Number □ Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive Afte | · · · · · · · · · · · · · · · · · · · |
| □ Daily □ Weekly | ■ Monthly | Number □ | Month(s) □ Year(s) |
| 13. Current Location(s) (Bld, Floor | , Room) | 14. Is Record Series Duplicated (If yes, specify agency or o | I Elsewhere? |
| GATEWRY 2ND FLA O | CA | ☐ Yes | · |
| | I Yes ₩No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | ■ None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software | n briefly and describe any | 18. Recommended Retention | |
| □ Yes 😝 No | | PEVMANEN | T |
| | | | |
| | | <u> </u> | |
| 19. Name and Title of Preparer | 20. Telephone Number 410-313-6 | _ | . Date 5/27/98 |

| | · | | |
|---|--|---|--|
| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGI 7275 WATER P.O. BO JESSUP, MARY | EMENT DIVISION LOO ROAD IX 275 | AGENCY RECORDS INVENTORY PAGE 7 OF 16 |
| 1. Department/Agency | 2. Division | | 3. Unit |
| CITIZEN SETUICES | OFFICE OF CONS | UMER AMPAIR | |
| DEFINITION - RECORDS SERIES - A grapurposes. | oup of related records normally file | d and used as a unit for refere | nce as well as retention and disposition |
| 4. Record Series Title A GENDAS | | | 5. Earliest Year/Latest Year 1978 to 1996 |
| 6. Record Series Description (Briefly describ CONSUMER AFFACE | | OAVD | de the purpose of function of series. |
| 7. Record Series (Format(s) □ Letter Size □ Microfilm ■ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (specify) | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) PACES Io. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) PACES Other (specify) PACES P |
| 11. File is Used □ Daily □ Weekly | ₩ Monthly | 12. File Becomes Inactive A | fter □ Month(s) |
| 13. Current Location(s) (Bld, Floo | r, Room) | 14. Is Record Series Duplica (If yes, specify agency o | r office) |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | □ Yes 🗈 No | 16. Audit Requirements ■ None □ State | e □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software Yes No | n briefly and describe any | 18. Recommended Retention | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date 5/27/98 |

| | | 1 | | |
|---|---|-------------------------------------|------------------------|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL P.O. BOX JESSUP, MARY | EMENT DIVISION LOO ROAD X 275 | | CORDS INVENTORY E S OF 6 |
| 1. Department/Agency | 2. Division | | 3. Unit | |
| CTITEN SEPUICIES | OFFICE OF CONS. | OVMER AGGAIG | | |
| DEFINITION - RECORDS SERIES - A grapurposes. | oup of related records normally filed | l and used as a unit for reference | e as well as retention | n and disposition |
| 4. Record Series Title | | , | 5. Earliest Year/L | atest Year |
| · MINUTES | | | 1988 to | 1996 |
| 6. Record Series Description (Briefly describ | e the type of information/documents/fo | orms found in the series. Include | the purpose or functi | on of series. |
| MIN UTES OF THE CO | INSUMER AFFAIRS DI | DUISONY BOAND | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | |
| ☐ Letter Size ☐ Microfilm | On Africation | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| ■ Legal Size □ Computer Tape | ■ Alphabetical □ Numerical | | <u> </u> | ☐ Computer Tape(s) ☐ Other (specify) |
| □ Bound Book □ Floppy Disk | □ Numerical □ Chronological | | Number | PAGE |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accu | mulation |
| □ Other (specify) | Other (specify) | | 22 Number | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) ☐ Ra = S |
| 11. File is Used | | 12. File Becomes Inactive After | | |
| ☐ Daily ☐ Weekly | ™ Monthly | 1 | Month(s) | 22 Year(s) |
| 13. Current Location(s) (Bld, Floo | or, Room) | 14. Is Record Series Duplicate | d Elsewhere? | · · · · · · · · · · · · · · · · · · · |
| CATEWAY 2ND FLV C | DCA | (If yes, specify agency or o | • | |
| 15. Access Restrictions | □ Yes 45 No | 16. Audit Requirements | | |
| (If Yes, cite Law(s) & Regulations) | | ■ None □ State | □ Federal | □ Independent |
| 17. Is an Index System Used? (If Yes, expla hardware/software | in briefly and describe any | 18. Recommended Retention | : . | |
| □ Yes ■No | | 3 YEARS | | |
| | | | | · |
| 19 Name and Title of Preparer | 20. Telephone Number | 21 | . Date | 195 |

| | | | _ |
|---|---|---|--|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL P.O. BOY JESSUP, MARY | MENT DIVISION LOO ROAD K 275 | PAGE 9 OF 16 |
| 1. Department/Agency | 2. Division | 20174 | 3. Unit |
| CITIZEN SEPUICIES | OFFICE OF CONS. | UMER AGRAIG | |
| DEFINITION - RECORDS SERIES - A groupurposes. | up of related records normally filed | and used as a unit for reference | ce as well as retention and disposition |
| 4. Record Series Title RIZANTS TO EXECU | TIVE AND COUNTY C | Courcie | 5. Earliest Year/Latest Year 1978— to 1996 |
| 6. Record Series Description (Briefly describe | | orms found in the series. Include | the purpose or function of series. |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume |
| ☐ Letter Size ☐ Microfilm ■ Legal Size ☐ Computer Tape | Alphabetical Numerical | | File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Pacaes |
| □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (specify) | □ Chronological □ Geographical □ Other (specify) | | 10. Annual Accumulation □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) PAGE PAGE □ PAGE □ |
| 11. File is Used Daily | Monthly | 12. File Becomes Inactive Aft | Month(s) |
| 13. Current Location(s) (Bld, Floor, CATEWAY 2ND FCV O | , Room) | 14. Is Record Series Duplicate (If yes, specify agency or | office) |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | l Yes ♥No | 16. Audit Requirements ■ None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software Yes | n briefly and describe any | 18. Recommended Retention PErmaNENT | |
| 19. Name and Title of Preparer | 20. Telephone Number | 2 | 1. Date |

| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL P.O. BOX JESSUP, MARYI | MENT DIVISION LOO ROAD K 275 | PAGE/6_OF/6_ |
|--|---|---|---|
| 1. Department/Agency | 2. Division | | 3. Unit |
| CTILEN SERVICES | OFFICE OF CONS. | OVNER AGRAIG | |
| DEFINITION - RECORDS SERIES - A gropurposes. | up of related records normally filed | and used as a unit for refere | nce as well as retention and disposition |
| 4. Record Series Title COMPLAINTS | | | 5. Earliest Year/Latest Year / 9 6 to 1996 |
| 6. Record Series Description (Briefly describe | | orms found in the series. Include | de the purpose or function of series. |
| TVESPASS TOW C | | | |
| | | | |
| 7. Record Series (Format(s) Letter Size | 8. Record Series Sequence 8. Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume Grile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used Daily | □ Monthly | 12. File Becomes Inactive A | fter Month(s) WYear(s) |
| 13. Current Location(s) (Bld, Floor | r, Room) | 14. Is Record Series Duplica (If yes, specify agency o | r office) |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | □ Yes ᠖No | 16. Audit Requirements ☑ None ☐ Stat | e □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software ☐ Yes # No | n briefly and describe any | 18. Recommended Retention 2 YFArs 5 YEARS | INOFFICE TOVACE |
| 19 Name and Title of Preparer | 20. Telephone Number | | 21. Date 5/27/98 |

| • | · | · | |
|--|---|---|--|
| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI P.O. BO JESSUP, MARY | EMENT DIVISION LOO ROAD X 275 | AGENCY RECORDS INVENTORY PAGE // OF /6 |
| 1. Department/Agency | 2. Division | | 3. Unit |
| CITIZEN SEPUICIES | OFFICE OF CONS | UMER AFFAIR | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally filed | d and used as a unit for referenc | e as well as retention and disposition |
| 4. Record Series Title TND101DUAL EMPLO | OYEE PERSONNEC | Fries | 5. Earliest Year/Latest Year / 9 FF to 1996 |
| 6. Record Series Description (Briefly describ | e the type of information/documents/f | forms found in the series. Include | the purpose or function of series. |
| EMPLOYEE PErson | rec Fices | | · |
| 7. Record Series (Format(s) Letter Size | 8. Record Series Sequence 2. Alphabetical 1. Numerical 2. Chronological 3. Geographical 4. Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used ☐ Daily ☐ Weekly | 9 Monthly | 12. File Becomes Inactive After | Month(s) |
| 13. Current Location(s) (Bld, Floo | r, Room) | 14. Is Record Series Duplicate (If yes, specify agency or o | 7,0,,,,, |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) PESSONNEC CODE | 66 Yes □ No | 16. Audit Requirements ■ None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software Pes @ No | n briefly and describe any | 18. Recommended Retention AS LONG AS UACUABLE | ADMINISTRATIOECY |
| 19 Name and Title of Preparer | 20. Telephone Number | | 1. Date 5/27/98 |

| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI | EMENT DIVISION LOO ROAD | AGENCY RECORDS INVENTORY PAGE 12 OF 16 |
|---|---|---|---|
| Schedule (DGS-550-1) | P.O. BOZ JESSUP, MARY | | 700 <u>700 01 70</u> |
| 1. Department/Agency | 2. Division | | 3. Unit |
| CITIZEN SELVICIES | OFFICE OF CONS | UMER AGSAIG | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally filed | i and used as a unit for referen | ce as well as retention and disposition |
| 4. Record Series Title | | ······································ | 5. Earliest Year/Latest Year |
| · LEAVE RECORDS | | | 1988 to 1996 |
| 6. Record Series Description (Briefly describ | e the type of information/documents/f | orms found in the series. Includ | e the purpose or function of series. |
| LEAUE SLIPS | | | |
| | • | | |
| | | | |
| | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | · | 9. Volume |
| □ Letter Size □ Microfilm | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | ■ Alphabetical | | ☐ Computer Tape(s)☐ Other (specify) |
| ■ Legal Size □ Computer Tape | □ Numerical | | Number Sould (specify) |
| □ Bound Book □ Floppy Disk | □ Chronological | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation |
| ☐ Other (specify) | ☐ Other (specify) | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | | | Computer Tape(s) Other (specify) |
| | | · | Number FOLDER |
| 11. File is Used | <u> </u> | 12. File Becomes Inactive Af | ter : |
| □ Daily □ Weekly | | Number C | □ Month(s) □ Year(s) |
| 13. Current Location(s) (Bld, Floo | or, Room) | 14. Is Record Series Duplicate (If yes, specify agency or | |
| CATEWAY SNOTEN C | OCA | Yes | |
| | □ Yes ■ No | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulations) | | ■None □ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, expla hardware/software | in briefly and describe any | 18. Recommended Retention | 1 |
| □ Yes ⊠-No | | IAS CONG A | S UACUABLIE |
| | | | |
| | | <u></u> | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| HA Of Wh | 1 . 411- 212- | (4) | 5/27/98 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERL P.O. BOX JESSUP, MARY | MENT DIVISION OO ROAD C 275 | AGENCY RECORDS INVENTORY PAGE _/3_OF _/6_ |
|---|--|---|---|
| 1. Department/Agency CITIZEN SELUIC/ES | 2. Division OFFICE OF CONS. | UMER AFFAIR | 3. Unit |
| DEFINITION - RECORDS SERIES - A gro purposes. | oup of related records normally filed | and used as a unit for reference | e as well as retention and disposition |
| 4. Record Series Title a CASH RECEIPT | JOURNACS | | 5. Earliest Year/Latest Year 1978 to 1996 |
| 6. Record Series Description (Briefly describe CASI+ RECEIPTS CEDGERS FO | | orms found in the series. Include PEDD ÆR 70 W ACCOUNT | the purpose or function of series. |
| 7. Record Series (Format(s) □ Letter Size □ Microfilm ■ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (specify) | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Io. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify) |
| 11. File is Used Daily Weekly | Monthly | 12. File Becomes Inactive After | er Month(s) GFYear(s) |
| 13. Current Location(s) (Bld, Floo | r, Room) | 14. Is Record Series Duplicate (If yes, specify agency or o | office) |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | □ Yes tiNo | 16. Audit Requirements ☐ None ☐ State | □ Federal □ Independent |
| 17. Is an Index System Used? (If Yes, explain hardware/software Yes 17. Yes | in briefly and describe any | 18. Recommended Retention | |
| 19. Name and Title of Preparer | 20. Telephone Number 7.0 - 3/3 - 6 | | 1. Date 5/27/95 |

| Instructions - Type or Print a separate | DEPARTMENT OF GE | | AGENCY RECORDS INVENTO | RY |
|--|--|-----------------------------------|--|------|
| form for each new or revised record series, forward with Retention | RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | | |
| Schedule (DGS-550-1) | P.O. BOX | ₹ 275 | PAGE <u>/ 4</u> OF <u>/ 4</u> | 2 |
| | JESSUP, MARYI | LAND 20794 | | |
| 1. Department/Agency | 2. Division | | 3. Unit | 1 |
| CITIZEN SEPUICIES | OFFICE OF CONS | OMER AGRAIG | · | |
| DEFINITION - RECORDS SERIES - A gropurposes. | up of related records normally filed | and used as a unit for reference | e as well as retention and disposition | |
| 4. Record Series Title | | , | 5. Earliest Year/Latest Year | |
| O Travel EXPENSE | RECORD S | • | 1988 to 1996 | |
| 6. Record Series Description (Briefly describe | | orms found in the series. Include | the purpose or function of series. | |
| Travel EXPENS | E READS | • | | |
| | E RECOIDS | | | |
| | | | | |
| • ! | | | | l |
| | <u> </u> | | <u> </u> | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume ☐ File Drawer(s) | ļ |
| ☐ Letter Size ☐ Microfilm | ■ Alphabetical | | ☐ Microfilm Reel(s ☐ Computer Tape(s | |
| ■ Legal Size □ Computer Tape | □ Numerical | | Number FOCO ER | • |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | | |
| □ Audio Tape □ Video Tape | ☐ Geographical | | 10. Annual Accumulation | |
| ☐ Other (specify) | ☐ Other (specify) | | ☐ File Drawer(s) | 14-5 |
| | | | ☐ Microfilm Reel☐ Computer Tape | (s) |
| | | | Number Solver (specify) | . |
| | - | | | |
| 11. File is Used | | 12. File Becomes Inactive Afte | | |
| Daily Weekly | □ Monthly . | Number | Month(s) | |
| 13. Current Location(s) (Bld, Floo | r, Room) | 14. Is Record Series Duplicate | d Elsewhere? | |
| CATEWAY INDFOR C | OCA | (If yes, specify agency or o | | |
| 15. Access Restrictions | □ Yes 50°No | 16. Audit Requirements | <u> </u> | |
| (If Yes, cite Law(s) & Regulations) | - 103 | ■ None □ State | □ Federal □ Independ | lent |
| | <u></u> | - 1.00.0 | - 1 odola - Indopolio | |
| 17. Is an Index System Used? (If Yes, explain hardware/software | n briefly and describe any | 18. Recommended Retention | : . | |
| ☐ Yes 62 No | • | 04200 | | |
| | | 1 2/EARS | | |
| | | / / | | |
| | | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | 21 | l. Date | |
| Starten Hannon ad | min 410-313 | 6/20 | 3/2//88 | |

f:\data\admin\files invent.frm DSG 550.4 (Rev. 1/93)

| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY | | |
|--|---|--|--|--|--|
| Schedule (DGS-550-1) | | | PAGE <u>/5</u> OF <u>/6</u> | | |
| 1. Department/Agency | 2. Division | | 3. Unit | | |
| CITIZEIU SERVICES | OFFICE OF CONS | | | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally filed | and used as a unit for reference | as well as retention and disposition | | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | |
| - Purchase Requisitions | | | 1988 to 1996 | | |
| 6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. | | | | | |
| PURCHASE REQUISITIONS | | | | | |
| PUICHASE REQU | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series (Format(s) | 8. Record Series Sequence | | 9. Volume | | |
| □ Letter Size □ Microfilm | _ | | □ File Drawer(s) □ Microfilm Reel(s) | | |
| | ■ Alphabetical | | Computer Tape(s) Other (specify) | | |
| | □ Numerical | | Number FOCDER | | |
| ☐ Bound Book ☐ Floppy Disk | □ Chronological | | 10. Annual Accumulation | | |
| □ Audio Tape □ Video Tape | □ Geographical | | □ File Drawer(s) | | |
| ☐ Other (specify) | Other (specify) | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | | |
| | | | Number FOCDER | | |
| | | | POORE | | |
| 11. File is Used | | 12. File Becomes Inactive After | | | |
| □ Daily □ Weekly | ■ Monthly | □ Month(s) ■ Year(s) | | | |
| 13. Current Location(s) (Bld, Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? | | | |
| GATEWAY 2ND FOR OCA | | (If yes, specify agency or office) ☐ Yes ☐ No | | | |
| - | | , | · · · · · · · · · · · · · · · · · · · | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulations) | □ Yes ■No | 16. Audit Requirements ■ None □ State | □ Federal □ Independent | | |
| • | | 1 State | □ Federal □ Independent | | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software | | 18. Recommended Retention | | | |
| ☐ Yes ■ No | | 911005 | | | |
| | | ZYEARS | | | |
| | | , | | | |
| | | <u> </u> | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | <u>.</u> 1 | Date 5/2/96 | | |

| <u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1) | DEPARTMENT OF GE RECORDS MANAGE 7275 WATERI P.O. BO JESSUP, MARY | AGENCY RECORDS INVENTORY PAGE / 6 OF / 6 | | |
|--|--|---|--|--|
| 1. Department/Agency | 2. Division | 3. Unit | | |
| CITIZEN SERVICES | OFFICE OF CONSUM | HER AFFAIRS | | |
| DEFINITION - RECORDS SERIES - A gropurposes. | oup of related records normally filed | d and used as a unit for reference | as well as retention and disposition | |
| 4. Record Series Title | 5. Earliest Year/Latest Year | | | |
| " PURCHASE OFDE | 1988 to 1996 | | | |
| 6. Record Series Description (Briefly described of the series of the ser | e the type of information/documents/f \mathcal{R} | forms found in the series. Include t | he purpose or function of series. | |
| 7. Record Series (Format(s) □ Letter Size □ Microfilm ■ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (specify) | 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) | | 9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | |
| 11. File is Used Daily Weekly | ♣ - Monthly | 12. File Becomes Inactive After Month(s) | | |
| 13. Current Location(s) (Bld, Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? | | |
| GATEWAY 2ND FLY OCA | | (If yes, specify agency or office) □ Yes Ø No | | |
| 15. Access Restrictions □ Yes Pro (If Yes, cite Law(s) & Regulations) | | 16. Audit Requirements → None □ State | □ Federal □ Independent | |
| 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software ☐ Yes ■ No | | 18. Recommended Retention 2 YEANS | | |
| 19. Name and Title of Preparer | 20. Telephone Number | | Date 5/2 / 188 | |